



PROFILE

Motivated Recruiting Assistant
Accomplished In Managing
Contract Staffing Vendors Business
Planning Time Tracking And
Implementing Standard Process.
Well-Developed Leadership Skills
And Strong Communicator.
Conscientious Well-Organized
Details-Oriented And Willing To
Take Initiative; Ability To Work In
Fast-Paced Environment And
Strong Follow-Through Skills.

CONTACT

PHONE:
7369975883
8709602361

EMAIL:
Shivprsan5883@gmail.com

HOBBIES

Playing Badminton, Cricket
Listening Music
Watching Daily News
Reading Book
Morning Walk , Running

SHIVPRSAN KHARWAR

EDUCATION

CHOUDHARY CHARAN SINGH UNIVERSITY, MEERUT
2018-2021

[I did BCA from GREATER NOIDA INSTITUTE OF MANAGEMENT, GREATER NOIDA with -64.3 %]

HIGH SCHOOL BHABUA
2014 - 2015

[I did 10th from BSEB BORD with – 71%]

KISAN INTER COLL.AKHAURA, CHAINPUR, KIMUR BHABUA
2016 - 2018

[I did 12th from also BSEB BOARD in science stream (PCM) with 47.6%]

WORK EXPERIENCE

SIS SECURITY AND INTELLIGENCE [ASSISTANT RECRUITER]
Aug2021–present(PART TIME)

[I am work under compliance officer. And my duties is Contacting potential candidates, scheduling interview, assisting the HR department during the recruitment process. And perform background checks and verify candidates' qualification and experience completely free trial.]

**COLLAGE PROJECT - EMPLOYEE DATABASE AND PAYROLL
MANAGEMENT SYSTEM**

SKILLS

- C LANGUAGE
- C++ LANGUAGE
- JAVA SCRIPT
- MS-OFFICE (WORD,EXCEL)
- ADCA

