

**Shivesh Ram Tripathi**

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**Objective :-**

- \* To embark my career in a goal oriented organization
- \* To learn and implement my skills. To the best of my ability for optimum growth of my organization

**Professional Summary :-**

Possessing around 1.6 years of experience in IT Recruitment..

Handling Contract, Contract to hire and permanent Positions.

Full Life-Cycle Recruiting experience, from obtaining the opening, understanding the client's requirements, sourcing the candidate, technical interviews, client contact / feedback, negotiations, hiring and maintaining the candidate in the position.

Good at sourcing the resumes from the portals, employee references, networking etc.

Well at human relations, good decision maker, and ability to work in and with a team, well motivated, enthusiastic to learn, effective and outstanding communication skills.

Takes initiative and works independently or as a part of a group.

**PERSONAL SKILLS :-**

Good Communication, analytical and Interpersonal skills. Flexible to different kinds of work environment. Ability to respond quickly to the growing and dynamic needs through creative and innovative approaches. Pleasing personality with a positive attitude.

**Professional Experience :-****Blue Chip Computers & Consultant Pvt. Ltd. (From 19 Dec 2013-Till date)**

Position\_IT Recruiter

Roles and Responsibilities:

Handling individual Clients for Contract and contract to hire Staffing.

Efficiently and effectively fill open position.

Experience in recruitment of IT & Non IT requirement viz C,C++, Java, SQL, Software Testing, Oracle, Java, J2ee, .Net, SAP Functional Consultant, Business Analyst, Payroll Consultant, Marketing Requirement, Managerial Position. working with clients like Toyota , HUL, Johnson & Johnson, Wipro, ETON for IT/ITES.

Placed high-end technical professionals in the area of Information Technology Industry in contract and full- time position.

Working on different types of requirement ranging on different technologies for various levels.

Rescreen the candidates over phone to check their communication skills & suitability for the position.

Scheduling the short listed Candidates for interview, offer negotiation and follow up till joining to ensure closure.

Involved in the entire recruitment process, from initiation to completion.

Sourcing the Candidates through various job portals (Naukri.com, Monster.com & Linked-in) and screening the valid Resumes.

Scheduling the short listed Candidates for interview, offer negotiation and follow up till joining to ensure closure.

**KSSPL( from 6 Aug 2012- 28 Dec 2012):-**

Position-HR Executive

Roles and Responsibilities:

Identifying candidates Through Internal Data base, References, Job Portals and Advertisements.

Evaluation and short listing of candidate's w.r.t needs.  
Organizing Telephonic Interview for candidates.  
Assisting, Guiding and Ensuring Candidates to join the organization on specific time lines.  
Regular Interaction with Business Unit heads for continuous assessment of the open position.  
Responsible for requirement fulfillment, delivery and completion.  
Developing and maintaining open communication from management.  
Sending Mass Email's about upcoming job opening to suitable candidate.  
Coordinating with the T.L & scheduling the interviews of the shortlisted candidates.  
Update data base of employees, preparing a file for the new joiners.  
Handling joining formalities of the employee.  
Initiate background verification for eligible applicants.  
Issuing Offer letter, Appointment letter, Conformation letter w.r.t needs.  
Developing and maintaining job descriptions.  
Managing leave records, attendance records & helping in payroll.  
Being a point of contact for candidates, rolling out offer letter, ensuring applicants should join the organisation within specific time.  
Opening bank account, giving salary details to new starter.  
Conduct induction programmed, and introduce new employee to the process, employee with company lows and regulations, and helping employee initiate process assigned.  
Handling exit formality as well as exit interview.

#### Education:-

Qualification School/College Board/University Year of Passing Aggregate  
Master Of Business Application EPCHE Bangalore University 2012 65.00%  
B.Sc St. Thomas College Bhilai PT. R S University 2010 55.00%  
H.S..C S.K.I College U.P Board 2006 59.00 %

#### Training and expertise acquired:-

Familiar with the computer application such as -

Familiar with job portal like, Naukri, Monster, Free posting website etc.  
Well versed in Microsoft office application (MS-Word, MS-Excel, MS-Power Point).  
Expertise in E-mail (Outlook), Web operation and other internet operation.

#### Non-academic activities:-

Participated in NSS in school and college level.  
Actively involved in sporting events like Chess, Cricket, Swimming  
Participated in Social-work.

#### Personal Information :-

Date of birth : 01 Sep 1989  
Local address : Pai Layout, Bangalore · 560016  
Languages known : English, Hindi, Kannada(Beginner)

Thanking You  
(Shivesh Ram Tripathi)