# **Shivaling.s**

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**Contact no: 8088923269**

**PROFFESSION OBJECTIVE:**

Results-driven HR Recruitment professional With12+Years Experience in end-to-end HR Recruitment, Head hunting and sourcing strategies. Intend to build a career with an institution that would provide the organization with the best of my talent and to be an integral part of a team involved in a challenging assignment that offers an opportunity for continuous learning & application.

**PROFFESSIONAL EXPERIENCE:**

Experience in Team Handling, Recruitment, Client Co-ordination.and

**HR Generalist** Profile details are mentioned below.

**Pratap Technocrats Pvt Ltd 1/Aug/2020 to Till Date**

Worked As a Manager HR & Admin

**Kored Infratech Pvt.Ltd 1st /June//2018 to 5/July/2020**

Worked in Kored Infratech Pvt Ltd,as a Senior HR.

**Barbeque Nation Hospitality Ltd. Duration –24/Nov/2014 to 30/April/2018**

Worked As a Senior HR Executive in Barbeque Nation Hospitality Ltd.

**Add City Duration –1st/APR/2010/ to 30/oct/2014**

**Designation: HR Executive.**

**Planman Consulting India Pvt Ltd Duration 01/sep/2008 to 30/mar/2010**

**Designation: Resource Executive.**

Client Handled – Chai Point, Tata Motors, Axis Bank, Univercell, SBI Ge and Tikona Digital Networks.

Tata communication, Idea, Reliance Money, 70MM, My Dollars, Big Bazer, Life style, Airtel, MTS, Eureka fores , Reliance Fresh.

| **Primary Responsibilities:** |
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**Understanding the Requirements**:

* Responsible for the Full Life Cycle Recruitment ( requirement analysis, client needs, screening résumés, interview- Coordination, evaluating the interviewees, selecting, salary benefits negotiation)
* Focus on optimization of Resource Utilization and make a good match of skill, role, organization needs and employee Aspirations.
* Interacting with the clients to understand the requirements and channelize to build healthy pipeline for the resource request and also keeping the clients updated on the progress.

**Sourcing, Screening & Scheduling:**

* Understanding the client needs and provide effective resourcing strategies and solutions that match demand with well-trained and competitively priced market supply.
* Responsible for identifying good quality candidates across all technologies across all levels.
* Following a well-defined process for short listing and scrutinizing the resumes, Identifying prospective candidates with required skills, having initial discussions with the candidates to understand his/her interest in the job.
* Managing the complete recruitment life cycle for sourcing the best talent from diverse sources through job portals (Naukri, Monster) database and references.
* Conducting the Initial HR interview to collect employment details, educational details, project details, CTC, notice period and salary negotiations
* Responsible for scheduling and coordinating candidate’s in person or telephonic interviews with Tech Leads, Project Managers and Delivery Heads and collecting the feedback from concerned managers and actively involved in giving timely feedback to the candidates to ensure timely joining and also involved in post offer follow-up.
* Tracking drop-outs and maintaining MIS report and analyzing the reasons.
* Preparations of monthly reports on closure done and openings.

| **OTHER HR ACTIVITIES:** |
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* Maintaining record of all candidates as a database.
* Effective in building positive relationships with personnel at all levels within the company and providing the highest level of service to meet the manpower requirement of the organization.
* Handling Walk-in interviews, conducting the initial round of interview, coordinating with the candidates to conduct the written test, evaluating the written test papers
* Generating Weekly and Monthly reports and presenting it to the lead.
* Giving different type of performance improvement training, behavioral trainings to the candidates.
* BGV (Background verification)
* Issuing Offer letter.
* Induction for new employee.
* Handling joining formalities.
* Sending report to admin for access card & ID card.
* Sending report to IT department for creation of company mail ID
* Coordinating with axis bank person to open new bank A/C for new employee
* Updating CIP form (continues improvement planning) & sending report to
* HR manager.
* Updating HRIS (human resource information system) soft ware. Sending report to Senior HR manager
* Handling ESI, PF, for all internal employees.
* Sending Quarterly incentives report to finance department.
* Taking care of all internal employee personal file & company
* Confidential files.
* Updating daily attendance register for all internal employee.
* Maintaining tracker of F & F (full and final settlement) statement.

**EDUCATIONAL CREDENTIALS:**

**Bachelor of Science (B.Sc**) PMCs  
**Institution**: Government Degree College ,Gulbarga.  
**University**: Gulbarga University, Gulbarga.

**Professional Qualification**

Master of Business Administration (MBA)

Institution: R.K.INSTITUTES OF MANAGEMENT Bangalore.

University: Bangalore University

Specialization: HR and Marketing.

**Project Experience**

III sem. MBA Project.

Company: AAPL

Topic : Organization study

IV sem.

Company : COCA- COLA.

Topic : “RECRUITMENT PROCESS”

**TECHNICAL COMPUTER SKILLS:**

**Operating System :** Windows 98, 2000, XP & Vista

**Office Tools :** Microsoft Office (WORD, POWERPOINT**,** EXCEL)

**PERSONAL INFORMATION:**

Name : Shivaling.s

Date of Birth : 15/08/1984

Gender : Male

Father’s Name : Sharanappa

Languages Known : Kannada, English, Hindi, Telugu,

Hobbies : Reading novels, playing cricket, listening music

Address : Koramangala 1st Block H.No 26 Opp to Ganesh Temple

Bangalore

Ext Bangalore-560034

**REFERENCES:**

Available on request

Place: Bangalore

Date: Shivaling.s