**CURRICULUM VITAE**

**SHOHAM JAISWAL**

**RESIDENCE: - K-56/114 A-1, rani phatak, Ausanganj, Varanasi**

**Contact no. 8052222668, 7985879479**

**Email ID – pradhanshoham42@gmail.com**

**OBJECTIVE**

To continue my career with an organization that will utilize my MANAGEMENT and ADMINISTRATIVE skills to benefit mutual growth and success. I want to obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilizations of its resources and maximum profit with ethics.

**EDUCATIONAL QUALIFICATION**

* High School from CBSE Board in 2012 with 74% from GURUNANAK ENGLISH SCHOOL..
* Intermediate from CBSE Board in 2014 with 49% GURUNANAK ENGLISH SCHOOL.
* Bachelor of commerce from SHOBIT UNIVERSITY, MEERUT in 2017 with average of 75%.

**EXPERIENCE & ACCOMPLISMENTS**

**Job World Pvt. Ltd. April 2018 to Oct 2018**

**Freelancer – HR Recruiter**

**Job Responsibilities:**

* Sourcing the CV’s according to Job Description.
* Internal hiring.
* Understanding the requirement of the organization.
* Identifying prospective candidates through Personal Reference, Job sites, and Social networking site.
* Responsible for the Job posting in job portals.
* Generating references from candidates.
* Short listing the perfect candidate for the required post.
* Following up with candidates till on board.
* Delivery Quality Profiles within a specific TAT
* Manage and ensure timely fulfillment of all the Client recruitment requirements.

**Forever living internationals August 2016 to Mar 2018**

**Manager**

**Job Responsibilities:**

* To train my team for products and market strategies
* To make people aware for their health
* Strategies Planner
* To manage a team,
* Skill Development,
* Enforcing duties towards
* Objecting unknown leads.
* Business Development
* Hiring and finalizing candidates

**Being Promoted as Assistant Manager from July 2016**

**Job Responsibilities**

* Managing team of supervisors
* Trained supervisor to generate leads and follow-up
* Motivate them to get assistance of management

**Forever living internationals From Sept 2015**

**Supervisor**

**Job Responsibilities**

* Availed the duties of assistant supervisor under me
* analyzing market demands
* Availability of products
* To assure timely delivery

**Skills:**

Convincing skill

Communication skills

Managing Skills

**Hobbies:**

Maintenance of dining

Cricket

**PERSONAL DETAILS:-**

**Name : SHOHAM JAISWAL**

**Date of Birth : 15th Jan, 1997**

**Father’s Name : Mr. MADAN JAISWAL**

**Gender : Male**

**Religion : Hindu**

**Nationality : Indian**

**Language : Hindi and English**

**Marital status : Unmarried**

**References :**  **Balwant Singh (Govt Teacher) Delhi, 8076389691**

**Manuj Chaurasia (Enterpreneur) Delhi, 7982164287**

**DECLARATION**

**I declare that information furnished above by me is to best of my knowledge and belief.**

**Date:**

**Place: (SHOHAM JAISWAL)**