

SHUBHAM JAISWAL

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4 +Years

MBA- HR & Marketing



SUMMARY

I have overall 4 Years of Experience and Currently I am working with Shree RamSwaroop University as **Assistant Officer-HR**. My expertise is in IT-recruitment, Software Engineers and Professor Recruitment and departmental staff recruitment, HR operations, Pay Slip, Biometric, Attendance Record & Digital Marketing.

I intend to build a career in human resource where I can apply my skills & knowledge for the growth of organization & also, I want to continuously enhance my expertise through challenging, learning & supporting environment.

PROFESSIONAL QUALIFICATION

Year	Examination	Institute	Marks obtained
2019	MBA, HR & Marketing	Integral University, Lucknow	79.38%
2015	B. Tech, ME	B.B.D., Lucknow	74.40%
2011	AISSCE, CBSE	Glorious Academy, Varanasi	60%
2009	AISSE, CBSE	JPS, Varanasi	61.75%

PROFESSIONAL EXPERIENCE

I. Shree RamSwaroop University, Lucknow Assistant Officer- HR Dec 2021-Present

KEY ROLE & RESPONSIBILITIES

1. End to End recruitment

- Reviewing Job Requirement
- Job Posting and Application as well as resume retrieval using Advance keywords in **Naukri Portal**.
- Telephonic Screening and Shortlisting prospective candidates as per requirements
- Organizing and taking Interview with Panel.
- Keeping Track of selected candidates with proper communication with them.
- After selection, Negotiating salary as per Organization's pay grade.

2. Onboard formalities:

- Taking full responsibilities of onboarding candidates with joining formalities and documentation for the same.
- Creating HRMS and Campus Id and provide Credentials.
- Creating Id on Biometric for attendance regularization.

3. Hiring:

- I have closed more than 70 openings of all level of hiring.
- **Teaching Faculty:** Assistant. Associate Professors, HODs, Ph. D, IIT & IIM holders, R & D for Incubation Cell, Online Teaching Faculty and many more.
- **Non-Teaching Staff:** Registrar, Deputy Registrar, Examination cell's Staff, Training director, Placement manager, HR, Sales & Marketing, Accounts, Purchase, Admission Cell's Staff, Lab Assistants, Personal Assistants, Receptionist.
- **IT-Recruitment:** Web Designer, Java Developer, Android App developer, Website Manager, MS-office Skilled Staff, Soft skill trainer, Digital Marketing Staff, Content Writer, Social media Manager.

4. Policies:

- Thorough Knowledge of **HR Policies & Processes**.
- I have managed all the documentation and Filing System during **NAAC visit to university**.

5. Drafting Various HR Letters and JD:

- Drafting Job description (**JD**) for different openings as per request raised by department head.
- Good command on drafting Offer Letter/ Appointment Letter/Experience Letter/Bonafide Certificate.

6. Database: Maintaining Data loop for more than 100 shortlisted CVs from website (Career Section)

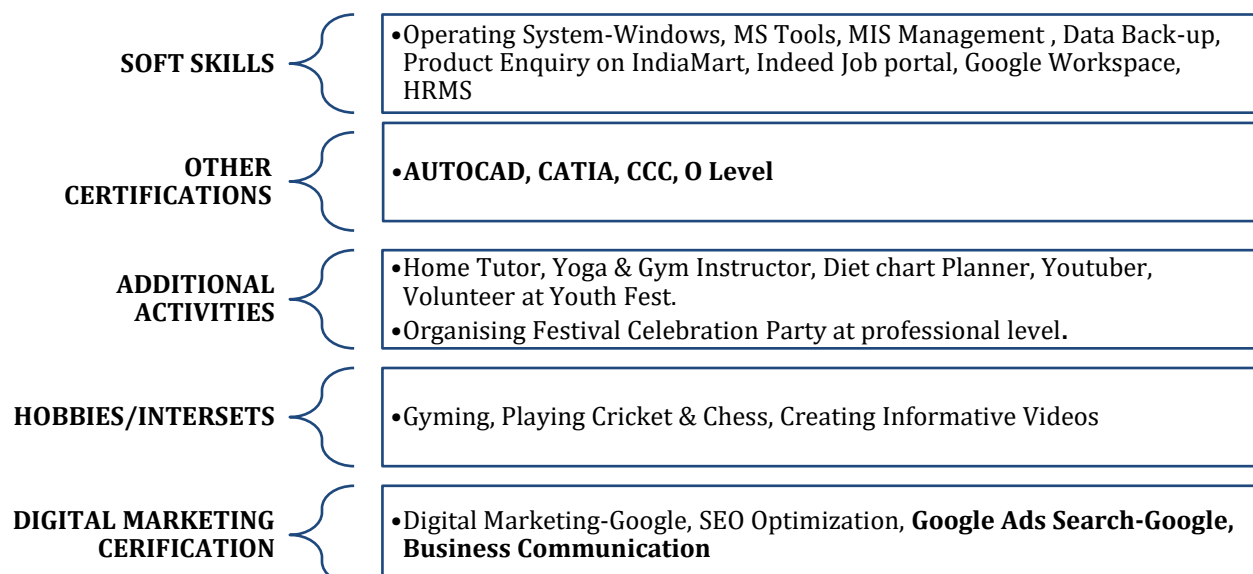
7. Payroll Slip: By using Biometric data, I generate Pay slip and forward to account department for processing of Salary.

II. Anand Electrical, Vadodara**HR-Executive****March 2019-Feb-2020****KEY ROLE & RESPONSIBILITIES**

1. **Talent Acquisition:** Shortlisting of candidates, conducting preliminary interviews, drafting appointment letter and completing all the necessary documentation.
2. **Hiring:** Purchase Executive, Accounts Executive, Site Engineer, Trainee, Driver etc. Mostly Freshers level of Hiring
3. **HR Policies and Process development:** Development of company policies and processes as per requirement.
4. **Follow-up:** Keeping Track of shortlisted candidates in Excel sheet and follow-up with them via calls and mails.
5. **Documentation Skills:** Joining Formalities and Document Verification as well as Full and Final settlement.
6. **Business Communication Skills:** E-mail Writing, Business Report, Business Memo, MOM.

III. Anand Electrical, Vadodara**Purchase Executive****Jan 2016- March 2019****KEY ROLE & RESPONSIBILITIES**

1. Streamline procurement processes. Drafting Purchase Order.
2. Authorize and evaluate goods receipt, and ensure adherence to quality.
3. Manage and adhere to long-term contracts with suppliers.
4. Material loading and unloading process handling.
5. Support and coordinate with the various departments particularly with accounts with ease.
6. Product Enquiry on IndiaMart & maintain records of vendors.
7. Work closely with vendors to ensure effective support.

OVERALL AREA OF EXPERTISE**ADDITIONAL SKILLS & INTERESTS**

PROFESSIONAL TRAINING & PROJECTS

1. PROJECT TITLE: PERSONAL HUMAN TRANSPORTER- B.TECH (ME)

Aim: Substitute of walking. (Idea of steering system, i.e. Ackerman steering system).

Achievement: With this project I got to know about automobile components and technical skills of developing such vehicles.

2. PROJECT TITLE: E-COMMERCE- MBA -HR

Aim: To do Survey and publish report to the management.

Achievement: During Survey, I learnt about preferences of public over Online shopping site and advantages and disadvantages of Online Shopping.

INTERPERSONAL SKILLS

- **Patient, Friendly, Generous and Supportive.**
- Good communication, Professional attitude and firm personality.
- Optimistic, multi-tasking and problem-solving skills.
- Effective in handling deadlines.
- Effective Interaction with Audiences on Social networking Platform
- Team building and working in professional environment.
- Collaborating and working well together with others.

PERSONAL DETAILS

1. Name: **Mr. Shubham Jaiswal**
2. DOB: **20th September 1994**
3. Present Location: **Lucknow**
4. Marital Status: **Unmarried**
5. Languages Known: **English, Hindi**
6. Contact Detail: **+91-7905294145**
7. E-mail: shubh2286@gamil.com

DECLARATION

I declare that the information stated above is true to the best of my knowledge and belief.

Place: Lucknow

Shubham Jaiswal

Date: 17/04/2022