

# SHIVALI SRIVASTAVA

Address- Purani Tehsil, Khalilabad, SKN

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Mob-6387084653



## **Career Objective:**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

## **Professional Experience:**

### **Key Responsibilities: -**

**Worked as a HR Intern in Bizdeed Hr Solutions.**

- ❖ Sourcing and recruiting the candidates for suitable profiles as per jd and company's requirement.
- ❖ Done in house recruitment/lateral hiring.
- ❖ Screen candidates and evaluate employment factors such as job experience, technical skills, future potential.
- ❖ Managing day to day operations of recruitment like cold calling, conducting interviews (telephonic in person, zoom, skype, whatsapp etc), offer negotiations.
- ❖ Organizing interviews for candidates as requested by the company.

## **Educational Qualification: -**

- ❖ MBA (Completed ) specialization in Human Resource and International Business from AKTU.
- ❖ BA specialization in Sociology and Education from Sidharth University.
- ❖ 12<sup>th</sup> from UP Board.
- ❖ 10<sup>th</sup> from UP Board.

## **Other Certification: -**

- ❖ Certification for working as Hr Intern.
- ❖ Certification for being coordinator of management activities.

## **Technical Skills: -**

- ❖ Communication.
- ❖ Problem Solving.
- ❖ Recruitment.
- ❖ Management

### **INTEREST: -**

- ❖ Dance.
- ❖ Teaching.
- ❖ Shopping, travelling.

### **SELF APPRAISAL: -**

- ❖ Highly motivated and eager to learn new things.
- ❖ Strong motivational and leadership skill.
- ❖ Ability to produce best result in pressure situation.
- ❖ Ability to work as individual as well as in group.

### **Personal Profile:**

- |                   |   |                                |
|-------------------|---|--------------------------------|
| ❖ Date of Birth   | : | 7th September, 1999.           |
| ❖ Mother's Name   | : | Sangeeta Srivastava            |
| ❖ Father's Name   | : | Dr. Sushil Srivastava          |
| ❖ Gender          | : | Female                         |
| ❖ Marital Status  | : | married                        |
| ❖ Languages Known | : | English, Hindi                 |
| ❖ Permanent Add.  | : | Purani Tehsil, Khalilabad, SKN |



(SHIVALI SRIVASTAVA)