

Naman Shukla

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96-B , Dayal Estate,
Matiyari , Chinhath,
Lucknow (UP)



Human Resource & Recruitment Specialist

Profile Overview

Passionate and Enthusiastic professional seeking an entry level position in the field of Human Resource in an esteemed organization that would help me expand my knowledge of the domain and use my Skills to good use.

WORK EXPERIENCE

Junior Recruiter – (Oct –Dec) 2022

Binding Minds LLC

- Recruited candidates for us clients all over the united states in law firms, it firms , investment management
- Maintained records for candidate and lineup for interview,, checked background and supporting documents..

HR & Admin Intern – (Feb-Sep) 2022

Pragati Multistate Cooperative Multipurpose Society

- Hired employees for company, maintained leaves and document check for company.
- Maintained records of leaves and daily report of attendance of employees.

Summer Internship – (June-July) 2019

I.T.I. Ltd., Mankapur (Govt. of India undertaking)

- Learned the working procedure of computer division and networking of the systems.
- Procured 1 month training in computer department core works and system analysis.

EDUCATION

INTEGRAL UNIVERSITY, LUCKNOW

MBA (HR&IT)

2020-2022

Major - HR

CGPA: - 8.2

Acquired knowledge of human resource and company policies

SHRI RAMSWAROOP MEMORIAL UNIVERSITY, LUCKNOW

BCA (Computer Applications)

2017-2020

Minor - IT

CGPA: 6.01

Learned working of computer systems, algorithm and background functioning

PROJECTS AND CERTIFICATION

INTERNET OF THINGS

(Major Research Project)

- Prepared a detail report of major companies & their research and development work on IOT.
- Used different methods for analyzing the future technology and their scopes.
- Analyzed the future prospects for technologies.

DIGITAL MARKETING

(Certification and Course)

- Certification provided by Pie-Infocomm, Lucknow revolving around online marketing and ads placement.
- General understanding of digital marketing terms: SEO,SEM ,Bounce Rate ,A/B Testing
- Completed the course in 6 weeks with hands on training in digital marketing

SKILLS

- | | | | |
|----------------|-------------------|-----------------|----------------|
| ▪ Analytics | ▪ MS Excel | ▪ HRIS | ▪ LinkedIn RPS |
| ▪ HR Softwares | ▪ MS Office Suite | ▪ Data Analysis | ▪ IT Skills |

HOBBIES AND INTERPERSONAL SKILLS

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|------------|---------------|---|
| 1. Cricket | 2. Travelling | ▪ Languages: English, Hindi |
| 3. Driving | 4. Cooking | ▪ Strong Communication skills with a Creative Mind. |