



PROFILE

An organized and motivated individual with Human Resources experience and pursuing MBA-HRM is looking for a human resource administration opportunity with your esteemed organization to utilize high-level communication skills, leadership abilities, clerical skills, and knowledge of the domain.

CONTACT

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PERSONAL DETAILS

Father Name: Mr. Rajesh Kumar Upadhyay

SHIVENDRA KUMAR UPADHYAY

EDUCATION

NGASCE (NMIMS UNIVERSITY)
MBA – HRM 2021-23

UEI Global Institute Lucknow
2017-2020
B.Sc in Catering Sciences and Hospitality Management
(Affiliated to Bharathiar University, Coimbatore)

Kendriya Vidyalaya of Air Force Station, Bareilly
Intermediate, CBSE Board 2016-2017
High School, CBSE Board 2013-2014

INDUSTRY EXPOSURE

Associate Recruitment Consultant, Techsist Solutions Pvt. Ltd, Noida
April 25th, 2022- Till

- Communicate with TL/Clients to get a clear view of their hiring needs and organizational goals
- Communicate with TL to determine their(clients) hiring needs
- Research into the requirements of the company
- Develop and implement strategies based on clients' needs
- Define job description and document specifications
- Employ recruiting methods to attract candidates (e.g., posting LinkedIn, etc.)
- Source candidates using databases, social media, etc.
- Evaluate resumes and applications
- Create a candidate persona for each open position
- Taking pre-interview, screening, information & details.
- Match the most suitable candidates to a different position
- Present shortlisted candidates
- Create relationships with job seekers and provide advice

Mother Name: Mrs. Rekha Kumari Upadhyay

Date of Birth: 10-May-1997

Marital Status: Unmarried

Nationality: Indian

Blood Group: A +ve

Permanent Address: House No.4/238,
Vijayant Khand,
Gomti Nagar,
Lucknow-UP,226010

Residential Address: Boys PG,A28,
Sector-71,Noida, UP.

HOBBIES

- Reading Books & Newspaper
- Surfing on internet
- Meditating
- Traveling & knowing about new places/ things and updating with it.

STRENGTH

- Personable
- Quick Learner
- Positive Attitude
- Team Player

- Facilitate and finalize agreements between candidate and employer
- Creating & maintain Profile Tracker Database
- Taking follow up of candidates regularly

HR-Assistant Job Trainee, Lebua Hotels & Resorts, Lucknow
September 13th, 2019–February 13th, 2020

- Providing all related documents (including employee handbook) to the new joiners & guiding him/ through the joining process.
- Handle HR assistant functions like shortlisting candidates, arranging the interviews, preliminary screening by telephonic interview, Performance appraisal form formalities, etc.
- Execute a few aspects of the Recruitment Process flawlessly
- Conducting reference checks for potential candidates in the prescribed format.
- Execute & facilitate HR basic Training & Induction paper formalities process.
- Providing all related documents (including employee handbook) to the new joiners & guiding him/ through the joining process.
- Responsible for preparation of Appointment / Confirmation / Transfer/ Promotion/ Resignation Acceptance / experience Letters for junior-level Employees
- Execute HR welfare & engagement activities (Employee of the month award, etc.) as per the organization's Events Calendar.
- Maintain, update & submit all record maintenance related to Recruitment/Resignation/training, etc. as per schedule.
- Maintenance & updating of records, including employees' records with the utmost confidentiality.
- Assists in maintaining and creating a positive atmosphere within the organization that allows for open two-way communication that ensures morale and productivity reach the highest possible levels
- Regularly give inputs for updating the company's manpower requirements and recommends selection and development activities to meet those requirements
- Cafeteria supervision, feedback maintenance, cafeteria committee managing
- Ensures all staff facilities are maintained in good order and meet the company's cleanliness standards
- Deals with all problems relating to individuals in an understanding, caring, and confidential manner
- Ensures all staff are aware of company benefits and make these available

- Ensures that all staff abide by the organization's dress codes and company rules
- Be familiar with property safety, first aid, fire, and emergency procedures, and enforce these in your areas
- Ensure security incidents and accidents are logged, investigated, and rectified to prevent future catastrophes in assistance with HR.

ACHIEVEMENT

- 6 Months HR-OJT Certificate from Lebua Hotels & Resorts Lucknow from 13th Sep 2019 to 13th March 2020
- Achieved 'Champ of the Month' for November 2019
- 6 months of hotel industrial training from The Grand Radiant hotel Lucknow October 1, 2018, to April 1, 2019
- Blood donation certificate organized by Department of Transfusion Medicine, Sanjay Gandhi PGIMS, Lucknow on 4th October 2018.
- 6 months of training in MS- Office and basic computer from April 2014 to September 2014.
- 1-week trekking- hiking from Indian Air force, May 18, 2014, to May 23, 2014
- Peer Education Training Program under Adolescents Education Program, at Kendriya Vidyalaya Aliganj, Lucknow from 15th October 2014 to 16th October 2014
- Certificate KVS cluster level social science exhibition cum national integration camp 28th September 2015 to 29th September 2015

REFERENCE

Reference will be provided upon request.

Date:
Place:

Signature: Shivendra Kr. Upadhyay