

Shubham Singh Patwal

Flat No. A-2, House No. 25, Bhagwati Garden Ext, Near Jain Road, Uttam Nagar, ND.
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Career Objective:-

A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company.

Work Experience:-

- IRCTC
February 2020 to March 2022
Office Assistant
- Shadow Placements
May 2022 to December 2023
Recruitment Executive
- Crack-ED
January 2024 to present
HR Executive

Educational Summary:-

- MBA in HR & Marketing
Amity University
- Ramakrishna Mission Institution (May 2022)
3 Months Diploma Course in Tally ERP 9 with Advance MS Excel
- BCOM
Delhi University (2021)
- Kendriya Vidyalaya, Gole Market, New Delhi-110001 (May 2017) 12th- Commerce
- Kendriya Vidyalaya, Gole Market, New Delhi-110001 (May 2015)
10th

Skills:-

- Team Leading, HR General Activities Screening, Sourcing and Interviewing
Employees Management, Payroll Management of Employees, Documentation at the time of entry and exit
Of a employee, Legal Compliance.

Job Role and Responsibilities:-

- Handling job portals, screening, sourcing relevant candidates, Interviewing, Handling Documentation, Conducting training and induction, Managing the team candidates for achieving Their targets, Managing Payroll structure of the candidates, Recruitment and assisting in overall activities of Human Resource.

Interests:-

- Travelling
- Gaming
- Reading