

RESUME

Amar Srivastava

Present Address: New Ashok Nagar, Delhi

Permanent Address: Indira Nagar, Lucknow

Email Id: amarsrivastava90@gmail.com

Phone No: 9807858755

Career Objective:

To attain a challenging position which can offer me excellent growth potential, where my skills can be utilized to make a positive contribution to the organization.

Academics:

- Master of Business Administration (MBA-HR) from Integral University with 79% in 2017.
- Bachelor of Computer Application (BCA) from Sherwood College of Professional Management with 58% in 2014.

Professional Experience:

- 1- Presently associated with **Indian Oil-Adani gas Pvt Ltd**, HO- Noida (Payroll-Planet PCI Infotech) as Sr. HR Executive from Jan 2023 to Till Now.

Job Responsibilities:

- Partnering with hiring managers to determine staffing needs.
- Handling End to End Recruitment Pan India Positions.
- Screening resumes, sourcing, scheduling interviews, regularly doing follow ups of the candidates till joining.
- Involve in campus Hiring, organizing walk-in Drives.
- Sourcing entry level to senior level hiring (onrole/ off role).
- Knowledge of working on job portals (Naukri, Quikr, shine, Times Job, IIM jobs) & social networking sites (LinkedIn) as well.
- Maintaining the MIS on excel sheet on regular basis.
- Doing the Documentation & onboarding process of the candidates after selection.

- Involve in vendor Management, Pantry & housekeeping staff management.
- Take care of administrative duties including filing, record-keeping, and maintaining official data.

2- Worked with **Kent RO Systems Ltd**, HO- Noida from Nov 2021 to Dec 2022 as Corporate HR Executive.

3- Worked with **Spectrum Talent Management Ltd.** from Feb 2021 to July 2021 as HR Consultant.

4- Worked with **Million Minds Management Services Ltd.** from Dec 2018 to Feb 2021 as HR Recruiter.

Skills/Interests:

Software Skills: Office Excel, Office Word, Office PowerPoint

Platforms: Microsoft Windows 7/8/10

Additional Certifications:

- Done certification of **Course on Computer Concept (CCC)** conducted by National Institute of electronics and Information Technology (NIELIT) in September 2015.
- Completed training on ASP.Net organized by Z. N. InfoTech. Pvt. Ltd during March 2014 to May 2014.

Personal Details:

Father's Name	:	Mr. B.D.Verma
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	Hindi, English
Hobbies	:	Listening Songs & Playing Games

Declaration:

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

Thanking you,

Date:

Place: Delhi

Yours Faithfully

Amar Srivastava