

Shivin Kesharwani

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Professional Summary

A results-oriented recruiter with experience in recruitment across diverse industries. Proven ability to understand hiring needs, sourcing strategies, and manage the recruitment process from initial contact to onboarding. Possesses a foundational understanding of finance and accounting, complemented by beginner-level proficiency in MS Office Suite, interpersonal communication, and critical thinking. Eager to leverage recruitment expertise and analytical skills to contribute to a dynamic organization.

Experience

HR Recruiter

Balaji Entrepreneurs India Pvt. Ltd. | Remote2024/11 – Present

- Manage end-to-end recruitment for sales roles in leading private sector banks.
- Understand hiring needs, source candidates, and coordinate interviews and onboarding.
- Maintain candidate databases and ensure timely fulfillment of staffing needs.

US Recruiter

Head Field Solutions Pvt. Ltd. | Noida2024/05 – 2024/11

- Conducted recruitment for healthcare professionals across the US.
- Sourced candidates using job boards and internal databases.
- Screened candidates, verified credentials, and coordinated client interviews.

Entrepreneurial And Other Experience

Cavin’s Milkshake Dealership (Partnership Business)2022 – 2023

- Co-founded and operated a Cavin’s Milkshake dealership during college days. Managed sales, marketing and inventory with a partner.

Family Business: Photo Studio

- Supported day-to-day operations including customer interactions, photo editing, and business management with my father.

Certifications

Data Analyst Certification oneroadmap	2025
Certificate of Excellence in Financial Literacy Program "Kona Kona Siksha" National Institute of Securities Markets & Kotak Securities	2023
Certificate of Participation in "Digital Creativity Workshop" Maya Academy of Advanced Creativity, Prayagraj	2023
Certification in Tally ERP 9 Apple Computer Education, Naini	2022
Certification in Course on Computer Concepts (C.C.C.) Apple Computer Education, Naini	2019

Skills

Recruitment Analyst	Human Resource Management MS Office Package	Finance Interpersonal	Accounting Software Problem-Solving and Critical Thinking
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Education

University Of Allahabad, Prayagraj Bachelor Of Commerce in Commerce	2021/12 – 2024/04
Kendriya Vidyalaya, ITI Naini, Prayagraj Higher Secondary Certificate in Commerce	2019/06 – 2021/08
Green Field Academy, Gauhania, Prayagraj Senior Secondary Certificate in General	2017/04 – 2019/05