

Himanshu Dubey

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CAREER OBJECTIVE

A dynamic Professional with 3+ years of Total Work Experience of Talent Acquisition / Human Resource Professional into End to End Recruitment, HR Operations, Performance Management, Attendance and leave management, Training, Administration, ATS and Management Software.

Working Experience

1. Name of the Organization: Hyba Management Consultants

Designation: Sr.TA / HR Executive

Duration: June 2023 to Present

Key Role and Responsibilities: -

A.) Talent Acquisition: -

- Contact and interview qualified candidates for relevant job positions.
- Create and disseminate job advertising to various social media.
- Researched job descriptions and qualifications for matching with appropriate candidates.
- Helped with applicant testing, skill set checks, background checks, and reference checks.
- Handling a group of 4 -5 team members (in Recruitment only).
- Handling full End to End Recruitment cycle..
- Working for Non-IT (E-Commerce, CA-Firm, Pharma, Digital Marketing, FMCG, NBFC, Automobile, Real Estate, Logistics), and IT.

B.) Offer Letter / Appointment Letter Preparation: -

- The selected candidate must share his previous organization salary slip, appointment letters, educational certificate etc. through email and will be verified and given an offer Letter with Salary Breakup through email.
- Once the candidate reports to the office their hard copy of "Offer letter" will be handover.

C.) Joining Formalities & Documentation Work: -

- Briefing the new joiners taking Induction Program regards "Company Policies and Procedures"- Attendance, Leave Policy, office timings/Shift timings and, about their work responsibilities.
- Maintaining all employee's details in both soft and hard copies and providing them "Employee ID".
- Filling out all details of employee in a Personal file of their Id proof, address Proof, Educational certificates, Etc.

D.) Attendance & Leave Management: -

- Employee's attendance tracking through "ATS Software". Log in and log off time, their duration of work. The same will be updated in excel and muster roll register.
- Employees used to be intimate their leaves through "Leave form" and should take approval from their reporting head. And all employees leave (CL, SL, EL) monthly will be updated in excel format and leave register book.

E.) Training Program: -

- For all employees training will be scheduled on different topics monthly. And monthly training calendar will be prepared by me. For ex: - I will be taking induction program and HR policy for new joiners (Entry and Mid-Level).

F.) Employee engagement: -

- We had an early Plan for employment engagement activities team outing, team building activities, Birthday celebration, company's anniversary other festival celebration etc.

2. Name of the Organization: Sharp Recruitment and Training Services

Designation: Talent Acquisition

Duration: January 2021 to May 2023

Key Role and Responsibilities: -

- Handling full recruitment cycle from sourcing resumes to joining of the candidate for various client.
- Interacting with the candidates in closing the positions and to generate references.
- Understanding the requirements & Sourcing quality resumes according to the client requirement.
- Follow up with the candidates in terms of interview and offer negotiation and joining.
- Maintaining effective relationships with the candidates.
- Effectively used various Job Portals (i.e., Naukri, Shine, Monster) database and Reference for sourcing quality Resumes.
- Prescreening of resumes before submitting to the client.
- Taking feedback from the candidates once they join the client company.
- Building effective databases for the future.
- Work For Kotak, HDFC and Utkarsh Small Finance Bank.

CERTIFICATION

- CCC From NIELIT
- NISM Series VA

PROFESSIONAL QUALIFICATION

- I have a Bachelor of Science from CSJM University Kanpur in 2020.

ACADEMIC QUALIFICATION

- Higher Secondary (10+2nd) from JNVM School (UP Board), in 2016.
- Senior Secondary (10th) from JNVM School (UP Board) in 2014.

TECHNICAL SKILLS

- MS Excel.
- Microsoft Office: Word, Access, PowerPoint.
- ATS Software

PERSONAL DETAILS

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| • Father's Name | Mr. Rajesh Dubey |
| • Marital Status | Single |
| • Nationality | Indian |
| • Language | English, Hindi |
| • Date of Birth | 25-April-1999 |
| • Mobile | +91-8318740091 |

Declaration: I hereby declare that the above given information is correct to the best of my Knowledge.

Himanshu Dubey