

HIMANSHI

HR Specialist

CONTACT

- 8750847377
- himchauhan121@gmail.com
- 352E/6 Munirka Village, New Delhi-110067

EDUCATION

- 10th pass from CBSE board in 2016
- 12th pass from CBSE board in 2018

Graduate from Delhi University

- Maiteryi collage b.com program in 2021 august

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English: Fluent
- Hindi: Fluent

PROFILE SUMMARY

A result-oriented professional with 1 Year 9 Months of experience Currently working with **Brainsoft Consultant** as an **HR Specialist** ,An effective communicator with good relationship-building analytical & interpersonal skills. Have a deep knowledge in identifying and analyzing suspicious event. Seeking a position that allows me to use my skills and knowledge

WORK EXPERIENCE

Brainsoft Consultant (Aug-2022 to till date)

- Sourcing the CV from IT Department
- Handling interview to international client.
- Hiring in IT department like developer, engineer, manager, admin.
- Line up and follow up interview.
- Shortlisting CV's as per requirement.
- Scheduling interview.
- Handle End-to-End recruitment cycle.
- Sourcing candidates from various Job portals based on the company requirements.
- Sourcing from Job Portals, References, Networking, Database, LinkedIn etc.
- Hiring For Technologies and skill Like SAP, RPA, Digital Transformation, Cloud Developer, Full Stack Developer, Dot Net Developer, Inside Sales Executive (ISE Sales), Business Development Manager, CA Account Manager, etc.
- Worked For Client Like EY, WNS, HCL, Yes Bank, US Client, Etc
- Handle End-to-End recruitment cycle , on top accounts like Orange, Barco electronics, TSYS , BDO, CYIENT, Incedo, Infogain, etc.
- Sourcing candidates from various Job portals based on the company requirements.
- Sourcing from Job Portals, References, Networking,

PROFESSIONAL QUALIFICATION

- DIPLOMA IN BANKING AND FINANCIAL MANAGEMENT
- DIPLOMA IN SALES EXECUTIVE

HOBBIES

- Vlogging
- Photography
- Making Creative Content on Instagram

STRENGTH

- SYMPATHETIC ATTITUDE, QUICK DECISIONS, INTEGRITY,
- PATIENCE, FORMAL AUTHORITY, LEADERSHIP,

PERSONAL INFORMATION

- FATHER'S NAME -JITENDER KUMAR
- MOTHER'S NAME - KUSUM
- DATE OF BIRTH :- 14/12/2000
- MARITAL STATUS :- UNMARRIED
- NATIONALITY :- INDIAN

DECLARATION

I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

PLACE: DELHI

DATE: