

Himanshu Raj

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Summary: An energetic, ambitious professional who has prior experience of managing all phases of recruitment – from initial sourcing and screening through offer negotiations till onboarding.

Skills:

- Talent acquisition
- Sourcing
- Onboarding
- Induction
- Documentation
- MS Excel
- MS PowerPoint
- Canva

Education:

- Master of computer Applications: Noida institute of Engineering & Technology, GreaterNoida (2019-2021) – 78.39%
- Bachelor of computer Applications : Thakur Prasad college , Bihar (2014-2018) – 80.62%

Work Experience:

Designation: Technical Resource Executive

Nityo Infotech Services Pvt Ltd Gurugram (April 2022 – July 2023)

Roles and Responsibilities:

- Identify hiring needs and developing job descriptions and specifications.
- Writing and posting of Job Descriptions.
- Source Candidates from different job platforms like **Monster, Naukri.com, LinkedIn, JobStreet and Social media and Internal database** for India, Singapore, Malaysia, Philippines etc and shortlisting of candidates.
- Build a diverse pool of candidates by using different method by using different Job portals, database searches, Internet searches, Cold calling and networking.
- Conducting first level interview.
- Negotiation of salary package with the candidates.
- Prepare OLC of the candidates.
- Handles the documentation of new employee.

- Support in onboarding of employee.
- Assist in induction/Orientation of new employees.
- Engage with candidates throughout the recruitment process
- Stay Informed about the industry trends, Competitor activities and Talent market dynamics.

Personal Details:

- Date of Birth: 31-03-1996
- Languages Known: Hindi, English
- Hobbies : Listening music, Cricket, Movies