



Himanshi Manocha

HUMAN RESOURCE

+91 9899687023

himanshimanocha16@gmail.com

Krishna Nagar, New Delhi

About Me

An outgoing, ambitious, and confident individual, whose passion for the HR sector is equally matched by my experience in it. For the last Two years I was working for Recruitment as a HR Executive, with main role being to provide HR support and guidance services to all company staff. I will do everything possible to ensure that your business succeeds.

Education

Bachelor of Business Administration

Chandigarh University
Pursuing
Admission Year 2022

Skills

- Recruitment & Onboarding
- Strategic HR Planning
- Training and Development
- Employee Relations
- Team Management
- Auditing
- Multi - Tasking
- Digital skills
- Social skills

PROGRAMING SKILLS

- Ms Excel
- Ms Power Point
- Ms Word

Experience

Young sky academic solutions LLP |Senior HR Executive

May 2024 - Jul 2024

NIRMAN VIHAR, New Delhi

- Responsible for providing overall HR support so that the company maximises its employee productivity and well-being. Providing clerical and administrative support to both junior & senior staff members.

DR MANTRA | HR Executive + Trainer

MAR 2023 - APR 2024

Noida Sec-63, Noida

- Collecting, sorting and distributing any incoming job applications. Maintaining employee personnel files. Monitoring the work of recruitment agencies. Writing up job descriptions. Coordinating activities between the HR team.
- Conducted training sessions on various topics, enhancing staff's understanding of company policies.
- Successfully resolved employee relations issues, fostering a positive and inclusive work environment.
- Developing employment related records. Coordinating holidays and sick pay.
- Making decisions in the absence of senior HR Manager. Updating the HR diary calendar

MERAKIE | HR Recruiter

Jun 2022- FEB 2023

SURAJMAL VIHAR, NEW DELHI

- Managed full-cycle recruitment, including sourcing, interviewing, and onboarding.
- Updating employee records with new hire information Handle Disciplinary Actions.
- Focus and auditing on people Opreations.

PROFESSIONAL CERTIFICATE

Certificates

Professional Trainer in **Dr Mantra**.
December 2023