

Manohar Singh Bisht

Personal Information

Date of birth: 8th Sept 2001

Nationality: India

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Profile

Seeking a challenging position, where I can utilize my skills, enthusiasm, and dedication to contribute to the growth and success of the organization. I am eager to learn and gain practical experience in a professional environment while demonstrating my strong work ethic and ability to adapt quickly.

Work Experience

HDFC Bank

March 2023- July2023.

Working with Wipro Since March 2023 as **Administrator**, Seeking to Contribute and Excel in a Dynamic IT Environment. And provide effective technical support the process and actively resolve client issues equipped with essential knowledge and expertise required aligns with my passion and skills.

ROLES AND RESPONSIBILITIES

- installing and configuring computer networks and systems
- identifying and solving any problems that arise with computer networks and system.
- consulting with clients to specify system requirements and design solutions
- assembling new systems
- maintaining existing software and hardware and upgrading any that have become obsolete

- monitoring computer networks and systems to identify how performance can be improved
- working with IT support personnel providing network administration and support

Reliable First Adcon Pvt. Ltd.

January 2024- Present

Working As an HR Recruiter in Reliable First Adcon Pvt. Ltd., Seeking to Contribute and Excel in a Dynamic Environment. And provide effective support the process and actively resolve client issues equipped with essential knowledge and expertise required aligns with my passion and skills.

ROLES AND RESPONSIBILITIES

- Collaborating with Hiring Managers to Create JD for Current openings.
- Advertising Job Openings on Careers Pages, Job Boards (e.g. Job Hai, Work India, Naukri.com) and social media (LinkedIn)
- Designing And Implementing employees referral programs.
- Sourcing Candidate through Job Hai, Work India, Naukri.com and LinkedIn
- Screening Resumes and Applications and updating candidate on hiring process
- Interviewing candidates during various hiring stages including phone, Virtual interviews and Walkin Interviews
- Reporting to Hire Managers on the status of current open position.
- Hiring the candidates based on their interview performance.

- Answering candidates queries regarding the application process.
- Providing Interview Feedback to the Candidates.

TECHINICAL SKILLS

- Basic OS Concepts
- SQL, Database
- Networking Basics
- Networking Advance
- Windows Basics and Administration
- Linux Basics and Administration
- ITIL

Education

08/2019 – 10/2022
Nanital, India

Computer Applications | Bachelors

KUMAUN UNIVERSITY

I successfully completed my Bachelor of Computer Applications (BCA) from Kumaun University in the year 2022

04/2018 – 05/2019
Nanital, India

General- Science with Mathematics | Intermediate

Central Board of Secondary Education

I successfully completed my Intermediate from CBSE board in the year 2019.

SKILLS

- Analytical Thinking Skills
- Good Communication Skills
- Adaptive in Environment
- Quick Learner
- Target oriented, Out of the box thinking

THANK YOU