

# HIMANI TREHAN

## HUMAN RESOURCE GENERALIST

### CONTACT

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Faridabad , HARYANA  
[LinkedIn](#)

### EDUCATION

Masters of Business  
Administration

Human Resource

Institute of Management  
Technology  
2019 - 2021  
Ghaziabad

Bachelor Of Science  
Interior Design

Manav Rachna International  
University  
2013 - 2016  
Faridabad  
GPA: 75

Diploma  
Interior Design  
Algonquin College Of Canada  
2013 - 2015  
GPA: 75

C.B.S.E  
D.A.V Public School Sec  
2000- 2013  
Faridabad

### SKILLS

### WORK EXPERIENCE

#### Human Resource Consultant

Plusch Living

Mar 2021- Dec 2021 / Delhi

- Led new talent acquisition and recruitment processes for new full-time hires.
- Created and posted job ads, scheduled interviews, and managed pre-employment drug screenings and background checks
- Fostered a data-driven culture and coordinated all phases of recruitment
- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement
- Conducted employee on-boarding and helped organizing training and development initiatives
- Managing training and development of Delhi, Hyderabad and Kochi branch.

#### Assistant Manager-HR

Essentia Environments

Jul 2020 - Dec 2020 / Gurgaon, HARYANA

- Administrator of Workday HRIS system: Entered new hire information, terminations, and processed employee changes and updates
- Collected feedback after final round interviews and put together comprehensive compensation packages for prospective hires
- Select qualified candidates and conduct phone and in-person interviews, and perform reference checks for candidates in the final stages of the application process
- Fostered a data-driven culture and coordinated all phases of recruitment
- Managed company organizational structure, roles, responsibilities, and staffing levels
- Conducted employee on-boarding and helped organizing training and development initiatives
- Worked with team members 1-on-1 and in small groups to enhance performance and employee satisfaction
- Employee Exit Process-Exit Check list, Final Clearance Management - Full & final Settlement & Relieving documents
- Accurately processed, verified and documented payroll reports for 300+ employees
- Manage Employees' leave records and salary remuneration
- Collected job requirements and posted job descriptions on internal site as well as job portals like Naukri , LinkedIn and Social network platforms i.e Inst agram .
- Handling Insurance, PF and related queries

#### Human Resource Genralist

Proficient in MS Office  
 Compensation & Benefits  
 Payroll  
 Performance Management  
 Recruitment & Selection  
  
 H RIS Knowledge  
 Trainig & Development Skills  
 Empathic Skills  
 Multi-tasking skills  
 Great organizational skills

## Essentia Environments

Jul 2019 - Jul 2020 / Gurgaon

- Coordinated with new prospective employees and scheduled interviews for all on-site interviews leading to over 15 new full-time hires
- Managing monthly attendance for 300+ employees
- Managing employee's leave records
- Employee exit process- Exit checklist, final clearance management - full & final settlement & relieving documents.
- Assisting Human resource manager

## Human Resource Executive

Selective Consultants Pvt Ltd

Jan2019-Jun2019 / New Delhi

- Worked on position of Banking, Automotive, FMCG, Manufacturing, Healthcare, Digital Marketing, Printing & Packaging, Consulting, Designing
- Research and recommend new sources for active and passive candidate recruiting
- Designing and implementing the overall recruiting strategy
- Sourcing and attracting candidates by using Database, Job portals, references, Job postings and mailing
- Conducting interviews and filtering candidates for open positions
- Screen candidate's resumes and job applications
- Creating a databank on Hirecraft and excel
- Scheduling interviews
- Time to time follow ups
- Joining formalities and documentation

## Color Consultant

Asian Paints

Jun 2016 - May 2017 / Delhi, DELHI

- Created beautiful, custom designs for clients, establishing the company as an industry-leader in a crowded, competitive landscape.
- Specialized in complex effects of color solutions for clients' personal goals
- Advertised different products and services offered by the company to potential customers, earning a 5% pay rise.
- Managed and tracked client orders, supervised installations and addressed client's complaints.
- Created invoices for clients, reviewed their requests and discussed best design practices to create beautiful projects.
- Utilized product knowledge to deliver an excellent customer experience
- Suggested colors according to Vastu Shastra if required or asked