



+91 9969584776

himanshi0702@gmail.com

[LinkedIn](#)

# Himanshi

## Junior Recruiter

I am junior recruiter intern, adept in business development, sales, and skilled content writer with a passion for effective communication.

## Languages

English

Hindi

## Work Experience

### Junior Recruiter

Adtechademy | May 2023 - present

- Hands-on internship experience in job search and engaging with candidates on a personal level.
- Proficiently maintained and updated databases for smooth operations.
- Assisted in student placement and creatively revamped CVs using Canva for enhanced presentation.

### Sales And Business Development Intern

H2ohub | Jun 2022 - Jun 2023

- Proactively engaging with prospective leads through professional calls and well-crafted emails.
- Keeping track of records and data, ensuring a smooth flow of operations.
- Coordinating and scheduling meetings, aiming to enhance productivity while considering the preferences and needs of all participants.
- Also worked as Assistant HR, attracting top candidates through strategic sourcing.
- Conduct comprehensive first-round interviews, evaluating qualifications and cultural alignment.
- Mentoring and onboarding new interns.

### Content Writer

Techwhoop | Apr 2022 - Jun 2022

- Assigned the role of proofreading and composing articles on WordPress.
- Skillfully enhanced and polished content to captivate readers and prepare for publication.
- Ensured articles met rigorous quality standards prior to being released.



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- Worked on on-page and SEO optimization to enhance content visibility and search engine rankings.
- Proficiently maintained and updated sheets for efficient data organization and management.

## Certificate

MS-CIT | May 2018 - Sep 2018  
Maharashtra State Board Of  
Technical Education, Mumbai

- IT literacy course, empowers individuals to boost their computer proficiency and confidence. It offers hands-on training in various essential applications, such as:
- MS Word 2013
- MS Excel 2013
- MS PowerPoint 2013
- MS Outlook 2013
- Internet Explorer & Mobile Apps
- Online government schemes & document application
- Utilization of mobile apps and websites.

## Education

Master of Science (M.Sc), Data Science  
GITAM University | 2022-2024

Bachelor of Science (B.Sc), Information Technology  
Wilson College | 2018-2021 | CGPA: 8.85

HSC  
Kendriya Vidyalaya | 2018 | 69.40%

SSC  
Kendriya Vidyalaya | 2016 | CGPA: 8.6

## Skills

### English Proficiency:

- Written: Advanced
- Spoken: Intermediate
- American English: Advanced

### Language Skills:

- Creative Writing: Advanced
- Blogging: Advanced
- Content Writing: Advanced
- Proofreading: Intermediate

### Programming:

- Python: Intermediate
- PHP: Intermediate

### Computer Skills:

- MS Excel: Advanced
- MS Word: Advanced
- MS PowerPoint: Intermediate
- MS Office: Advanced
- WordPress: Beginner

### Digital Marketing:

- Sales and Marketing: Intermediate
- SEO: Intermediate