

**Himani Khanna**

**Email :** [hrhimanisahni90@gmail.com](mailto:hrhimanisahni90@gmail.com) / [himani\\_sahni90@yahoo.com](mailto:himani_sahni90@yahoo.com)

**Linkedin :** [linkedin.com/in/himani-sahni-282ab6a4](https://www.linkedin.com/in/himani-sahni-282ab6a4)

**Mobile :** +918375036464

**Location Preference:** South Delhi

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### **Career Summary**

4.5+ years of Experience in managing end-to-end HR Operations including sourcing & recruitment, on-boarding & induction, leave & attendance, HRIS, recruitment branding, exit formalities and compliance

### **Professional Experience**

#### **GoPaisa Netventures Pvt Ltd**

Jan'16 to till Date

- Successfully handled Junior, Middle as well as & Senior Level positions for following departments - Technical, Digital, Online, Content, Operations. Also Organized campus recruitment through written, Group Discussion and personal interview.
- Identify training needs of employees in consultation of their respective functional heads. Develop and implement training plan
- Maintaining remunerations and benefits for existing and new employees including leave management as well as managing the different letters like offer, appointment and increment letters.
- Conducting joining, Induction and exit interviews
- Motivating Employees through various activities like celebrations of birthdays, festivals , anniversaries. Team outing.
- Supervise the work which are related to administrative

#### **FreeKaaMaal.com**

Nov'14 till Jan'16

- Taking care of the entire recruitment life cycle - Sourcing, Screening, short listing and scheduling interviews for various positions (Entry, Middle & Senior level) across the organization till final selection through different job portals like naukri.com, monster, timesjobs, shine, facebook and linkedin and maintaining it.
- Maintain employee database with personal and job information.
- Leave and Attendance management with latest software - Peoplesoft.
- Actively participated in Performance Appraisal ensuring timely performance reviews and feedback sharing. Also to resolve the queries and employee grievances are resolved within committed timelines.
- Preparation of various letters (increment letter, relieving letter, confirmation letter, Salary slips etc.).
- Ensure all Arranging celebrations like - Birthdays , Anniversary, Festival
- Updating the blogs of company on weekly basis

#### **EWE Consulting Engineers**

August '12 to Oct'14

- End to end Recruitment, HRIS, Employee joining to exit process, managing employee database & employee performance.

- Taking HR Round Interview, Psychometric test & Salary negotiation.
- Established proper employee records using Ms excel, prepared various MIS for various analysis and comparison.
- Involved in improving employee skill associating with Institutes, Training providers- In-house and out side training.
- For new joiners designed domain specific induction and familiarization program, individual counseling to finding out the existing skills and area to be improve – training need identification.
- Conducting engagement survey & according to that preparing the engagement activities.

### **Skills**

- Expert into Recruitments Both Into It and Non It , Bulk Hiring , Campus Recruitment
- Employee Engagement

### **Education**

2012 Post Graduate Diploma (Human Resource Management & Finance) from Shimla, Shimla University with 6.28/8 CPI

2010 B.Com. from Shimla University with 7.02/10.00 CPI

2007 12th From DAV Public School, Shimla, CBSE Board

2005 10th From DAV Public School, Shimla, CBSE Board

### **Training**

#### **Alstom Project India Ltd Baroda, Gujarat**

Duration: 2 months

- Work Assigned: Keep a close eye on the In and out of the Employees and Maintaining on Excel
- Helping the Superior in Salary Processing
- Got a chance to sit during the interview Panel
- Received Pre Placement Offer from the Training office(Alstom )
- Helped in managing their family programme , which is held annually every year
- Arranged different kind of seminars like Doctors meets , First Aid awareness.

### **Achievement**

- Awarded as Best HR - From Freekaamaal.com.
- Individually handled various Campus recruitments through Group discussions, one to one discussions and written test
- Recruited middle level entry profile just in 2 days
- Successfully recruited freelancer for a task given.