**HIMANSHI SINGH** House no. 17, Z- block, Sec- 12

**Contact:** +91-9643034772, 08881230736

**Email:**himanshi321singh@gmail.com



**OBJECTIVE**

Enthusiastically work for an organization for its development and enhance my own skills and knowledge.



**WORK EXPERIENCE**

5 months work experience with **Acro services Corporation** an an Technical Recruiter

* Maintained a track record of each and every submittal during the process.
* Follow up with the client or prefer vendor & candidate after each interview.
* Proficient in job posting to various internet job boards (dice, monster, career builder).
* Ability to work in a team.

8 months work experience with **Manthan Technologies Pvt. Ltd**. as an IT Recruiter.

* Recruitment of Staff Employees through multiple sources like Employees Referrals, and Job Portal.
* Screening & Short listing of applications according to criteria.
* Scheduling and Conducting Interviews.
* Issuing offer letter & Appointment letter.
* Fulfilling joining formalities.
* Maintaining employee’s personal files and records etc..



**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Course** | **Institution** | **Board/University** | **Year of Passing** | **Percentage of Marks** |
| MBA | B.V.D.U Pune | Pune University | 2014 | 7.98(CGPA) |
| BBA | DR. B.R Ambedkar, Agra | Agra University | 2012 | 66% |
| 12th | St. Georges College | ISC | 2009 | 60% |

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**Summer Training in MBA**

Organizatio : Kotak Mahindra Bank

Duration : 50 Days

Project Title : Hr Policies & Practices

**Summer Training in BBA**

Organization : ITC Mughal.

Duration : 45 days.

Project Title : HR.



**Computer Skills**

ms office, ms excel



**Extra-Curricular Activities**

* Participate in INTERNATIONAL CONFERENCE ON TALENT MANAGEMENT in FEB 2013 at IMED, BVDU, PUNE.
* Organizer in XPRESSIONS (CULTURAL FEST) 2013.
* Participated in dance competition in Xpression.



**Awards/Achievements**

* Certificate for more than 75% attendance.
* Certification for social work .
* 1st prize in science exhibition at school level.
* 1st prize in dance competition at national level.



**Date of Birth:** 22nd January 1991.

**Languages Known:** English, Hindi.

**Hobbies:** Cooking & Dancing.



**Declaration**

I am completely dedicate, devoted and committed to the cause if education. To obtain knowledge and disseminate it is the sole mission of my life.

**Place : Noida**

**Date : [Himanshi Singh]**