

Himani Bisht

Mobile: +917533936231

Email id: Himanibisht14523@gmail.com

Address: H No 343 I-block, Ganga Nagar
Mawana road, Meerut 250001.

Career Objective

A Self-motivated and result oriented MBA HR fresher looking for an opportunity in the field of human resource to grow my skills and knowledge, which can further lead to the growth of the organization.

Academic Background

- MBA in Human Resource Management from Meerut institute of engineering and technology.
- BBA from forte institute of engineering and technology (Meerut) 2017-2020.
- 12th CBSE board in 2017.
- 10th CBSE board in 2015.

Professional Skills

- Good communication skills (verbal & written).
- Proficient in MS Word, Excel, and PowerPoint.
- Well organized details oriented and ability to multitask.
- Ability to lead teams, providing direction and supervision wherever applicable.
- Knowledge in hiring process and payroll management.
- Profound knowledge of labor law.

Award & Achievement

- Won 1st price in the Power Point Presentation competition of the topic "The Balsara group- A Nature thrust" at MIET.

Project Work

Topic : Recruitment process, **Organization:** Aashman foundation, Panchkula(Haryana).

Duration: 3 months

A study on designing and implementing recruitment strategies , developing job description and specification and sourcing & recruiting candidate through job portal.

Hobbies

- Travelling.
- Dancing.
- Singing.

Personal Details

DOB : 24/04/1999

Gender : Female.

Languages Known : English, Hindi,

Religion : Hindu.

Declaration: I hereby declare that all the above information is true to the best of my knowledge.

Place:

Date:

Signature.