

# HIMANSHU SINGH

Shatabadi Enclave, Noida, Sector 49

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## CAREER OBJECTIVES

To obtain a responsible and challenging position where my education and work experience will have valuable application and to establish a long term relation with the company for its growth as well as mine.

## PROFESSIONAL SNAP SHOT

Company & Location	Designation	Duration
1) ANTS Global System PvtLtd Bangalore, India	HR Executive	Oct 2019- May 2020
2) HR Global Services India LLP Bangalore, India	Sr.HR Executive	Aug 2018 – Sept 2019
3) HR Global Services India LLP Bangalore, India	HR Executive	Dec 2015 – Aug 2018

## EDUCATIONAL CREDENTIALS

GRADUATION	BOARD & UNIVERSITY	YEAR	% / CGPA
B.Tech	Dr MGR University	2015	67.8
12th	Asanboni Inter College , Jharkhand Academic Council	2011	65
10th	Kasidih high School , C.B.S.E	2009	62

## CERTIFICATION COURSES

- Certified Human Resource Generalist – IIHR Bangalore
- Certified SAP HR Enduser Professional – SAP Academy (Online Training)
- Lean Six Sigma Greenbelt – MSME, Govt. of India

## COMPUTER PROFICIENCIES

End User in Greythr / Folklore HRIS packages and also have working knowledge in SAP HR End-user ERP Applications, MS-Word, Excel, Power Point presentations and Advanced Excel reports i.e., pivot table, goal seek, auto filters, Vlook up & Hlook up, splits & freeze panes which is used prepare to MIS reports

## PROFESSIONAL EXPOSURE

### Recruitment, Selection Process:

- ✓ Sourcing, Screening, Short listing of Profiles from Job Portals (Naukri, Monster), Scheduling Interviews, Conducting Preliminary rounds, Scheduling Technical interviews with Clients.
- ✓ Closed the Position like Java, Full stack, Bigdata, Python, IOS, Android, Devops in IT and Business Development, Marketing, HR, Accounts, Admin in Non IT.

- ✓ Collecting Feedback from Clients Panel Members, Finalizing the Positions with HOD's, Salary Negotiations
- ✓ Interview finalization and to keep a track on selected candidates with joining date and updating to the management.

**Induction & Orientation / On-boarding of employees:**

- ✓ Ensuring the completion of preboarding & joining formalities, conduct induction & floor induction, and ensure to complete the post onboarding formalities within a week
- ✓ Updating the complete details of the new joiners in HRIS & Master Database, Co-ordination with Technical Team for official Email ID Creation, Maintaining employee personal data files
- ✓ Preparations of appraisal note and send it to Team managers in advance, preparation and issuance of extension/confirmation letter to employees.

**PERSONAL DOSSIER**

Father's Name : Arun Singh  
Date of Birth : 24<sup>th</sup> September 1994  
Languages Known : English, Hindi, Bhojpuri, Bengali  
Marital Status : Married  
Notice Period : Immediate  
References : will be provided upon request.  
Passport No : R4507896