

Himani Rana

Human Resource Management

My Contact

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Skill

- ◆ Recruitment
- ◆ Organizational Development
- ◆ Non-IT Recruitment
- ◆ Team Management
- ◆ Decision Making
- ◆ Communication Skills
- ◆ Interviewing
- ◆ Training & Development
- ◆ Active Listening
- ◆ Problem-Solving
- ◆ Interpersonal Skills
- ◆ Employee Relation
- ◆ Team Handling

Education Background

- Bharati Vidyapeeth University
Master in Business Administration
Human Resource Management
2017-2019
- Satyawati College (DU university)
BA(ECONOMICS & HISTORY)
2014-2017

About Me

Dedicated to working as a Corporate HR Executive had a great experience in this Human Resource profile having experience of more than 3.2 years, MBA in 2019 from BVIMR.

Understanding management, Retention, Recruiting, Organization Development, Talent Management, Staffing, Bulk Hiring .

Professional Experience

Sloshout

Human Resource Manager

Jan 2023-April 2023

- 1) Partnering with hiring managers to determine staffing needs
- 2) Screening resumes
- 3) Performing in-person and phone interviews with candidates
- 4) Administering appropriate company assessments
- 5) Performing reference and background checks
- 6) Making recommendations to company hiring managers
- 7) Coordinating interviews with the hiring managers
- 8) Following up on the interview process status
- 9) Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- 10) Communicating employer information and benefits during the screening process
- 11) Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- 12) Serving as a liaison with area employment agencies, colleges, and industry associations
- 13) Completing timely reports on employment activity
- 14) Conducting exit interviews on terminating employees
- 15) Joining formalities and Induction programs for new recruits.
- 16) Leave, attendance management, maintaining MIS.
- 17) Performance Appraisal of the employees.
- 18) Exit Interviews.
- 19) Employee Engagement.

**Dimentics Infotech Pvt Ltd ,
Noida**

**HUMAN RESOURCE EXECUTIVE
DEC 2021-DEC 2022**

- 1) Handled complete End to End Recruitment Cycle for all levels of Positions.
- 2) Experience in Bulk Hiring.
- 3) Sourcing through different (job portals, existing database).
- 4) Screening and short-listing suitable profiles against the specific departmental requirements.
- 5) Coordinating with prospective candidates and with the interview panel for interview scheduling.
- 6) Organizing interviews and coordinating with candidates for further negotiations over Salaries and allowances applicable.
- 7) Joining formalities and Induction Programs for new recruits.
- 8) Leave, attendance management, and maintaining MIS.
- 9) Performance Appraisal of the employees.
- 10) Exit Interviews.
- 11) Grievance handling of the employees.
- 12) Office Administration.
- 13) Training & Development for front-end staff.

**AMBIENCE .INC
Human Resource Executive
Feb 2020-Oct 2021**

- 1) Conduct interviews and coordinate the selection process
- 2) Assess training needs and coordinate learning and development initiatives for all employees
- 3) Sourcing Quality and Suitable candidates from the target Companies with the help of Multiple Job boards and Social networking sites like LinkedIn, Naukri, indeed, and so on.
- 4) Identifying future hiring needs and developing job descriptions and specifications
- 5) Coordinate staff meetings, conferences, and client meetings
- 6) Good knowledge of Microsoft Office: Word, Excel, PowerPoint, Outlook.
- 7) Good interpersonal and communication skills, both written and verbal
- 8) Updating recruitment trackers
- 9) Daily interaction with people of all levels to build strong working relationships
- 10) Complete joining formalities and exits formalities, Responsible for handling
- 11) Offer letter and contract generation

SCHOTEST
HUMAN RESOURCE EXECUTIVE
JULY 2019–OCT 2019

- 1) Recruitment process: Learn new techniques concerning recruitment processes, posting of job descriptions, interviewing and presenting qualified candidates to the HR Manager
- 2) Working with many people from different levels of the organization
- 3) Ensure data quality while maintaining and protecting confidential data
- 4) Works on projects about Talent Management, Learning and Development Programs, Communication, Benefits, etc
- 5) Great communication and relationship-building skills
- 6) Have a working knowledge of Microsoft Word, Excel, and Outlook
- 7) Attendance management
- 8) Team handling