

MANSHA BHASIN

OBJECTIVE

To be associated with an organization that provides me an opportunity to improve my skills and knowledge with latest trends and to be a part of the team that works dynamically towards the growth of the organization.

EDUCATION

HIGH SCHOOL

(2010-2011)

Meerut Public Girls School, Meerut

INTERMEDIATE

(2012-13)

Meerut Public Girls School, Meerut

BA

(2013-16)

I.N (PG college), Meerut

PGDM -HR

(2017-2019)

Vidya School of International Business, Meerut

WORK EXPERIENCE

Evelyn Learning Systems

August 2019- Present

HR Executive

- Plan expert outreach programs aimed at acquiring Subject Matter Experts
- Demonstrates the use of multiple channels in sourcing by attracting candidates through networking, sourcing, direct approach, referrals, university relations, etc.
- Meet established metrics for sourcing
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in the interview process

Reliance Jio Infocomm Limited

June 2018- July 2018

Human Resource Intern (Summer Internship)

- Conducted the Recruitment process (scanning, sourcing, finding suitable candidates through a reality check from their CV's, Conducted Telephonic Interviews as per guidelines provided by the- - JIO Career team.)
- Selection Process
- Conducted Induction program for newly joined employees
- Employee's Joining Documentation

CONTACT

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7017564230

EMAIL:

Bhasinmansha.15@gmail.com

Present Address- P6, Sector 12,
Amaltash Marg, Opposite 12/22 Police
Chowki, Noida, Uttar Pradesh

Permanent Address- 11 state bank
colony,
Garh Road, Meerut, Uttar Pradesh

SKILLS

- Flexibility and Adaptability
- Creative thinking
- Learning agility: Quick learner
- Problem solving and decision-making skills.

AREA OF INTEREST

- Human Resource
- Recruitment (Sourcing, Screening, Shortlisting)
- Selection
- Joining.
- Documentation.

OTHER QUALIFICATIONS

Operating System: Windows, Android, Programming Languages: JavaScript,jsp,

Web development: HTML, asp.net.

Application software: MS-Office, Visual studio 2012, NET BEANS 7.4, SQL 2012, Internet Handling Expert.

ACHIEVEMENTS

- Diploma in Software engineering from NIIT, Meerut.
- Participated in HR Club activity and scored first position as a team.
- Taken part in the events like treasure hunt, management dumcharades in doon business school, Dehradun Uttarakhand on 17th march 2018. ➤ Participated in the Fest "Manthan 2017" organized by college.
- Coordinated the event organized by management "Samwad 2018"

PERSONAL DETAILS

NATIONALITY	INDIAN
DATE OF BIRTH	15-02-1995
GENDER	FEMALE
MARITAL STATUS	SINGLE
FATHER's NAME	MR. DEEPAK RAJ BHASIN
LANGUAGES KNOWN	ENGLISH, HINDI
HOBBIES	FOND OF LEARNING, NETWORKING