**Himanshu Singh Bora**

**91-9897092676**

***himanshu4890@gmail.com***

To secure a position where my qualities of a fast learner and the ability to take on new challenges can be used to accrue targeted gains for both the Company & Myself.

**Professional Experience:**

**Recruiting coordinator – American Express**

**June 2019 to present**

* Interview scheduling – Coordinating with candidate as well as with the hiring leader to align the interview.
* Offer Acceptance - Generating offer, updating employee information in standard offer letter, welcome offer letter and hire rehire form.
* ATS - Updating data In Taleo.
* Background Verification: Initiating background verification.

**Recruiting coordinator - True blue India Private Limited (People Scout), Gurgaon.**

**September 2017 to May 2019**

* Responsible for end to end recruitment cycle.
* Job posting – job Posting over different college, Veteran websites
* Sourcing candidate – Sourcing candidates through different portals like indeed, CareerBuilder, BrassRing.
* Screening of candidate – considering the potential candidate.
* Scheduling interviews - coordinating with candidate as well as hiring leaders.
* DI Evaluation - Auditing a set a 5 Questionnaire and rating answer as per given parameters.
* Dashboard Management – Maintaining data in online tracker. Starting from the time req received till interview scheduled.

**Competencies:**

* Proficiency in [Microsoft Office](https://www.thebalancecareers.com/microsoft-office-skills-for-resumes-2062438) programs (Word, Excel, PowerPoint, etc).
* Ability to multi-task and adapt quickly.
* Ability to stay clam under pressure.
* An Excellent Team worker

**Education**

* **BBA in marketing specialization**

Graphic Era Deemed University

2013 to 2016

* **Intermediate**

Army School (CBSE), Almora, Uttarakhand

2011 to 2013

* **Matriculation**

Army School (CBSE), Almora, Uttarakhand

2010 to 2011

**Personal Information:**

Date of Birth: 18 October 1995

Nationality: Indian

Languages: English & Hindi

Marital Status: Unmarried

**Declaration:**

I assure that all the information given by me is true to best of my knowledge & belief.

Sincerely,

Himanshu