

Hishant Asar

Human Resources & Sales Executive

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PROFESSIONAL SUMMARY

A BMS Graduate with 2 years of working experience in Human Resources & Talent Acquisition. Have been actively involved in hiring a Leadership Team for Startups.

AREAS OF EXPERTISE

Employee Relations | Onboarding | Talent Acquisition | Employee Referral Program | Social Network Hiring | HR Policies

EXPERIENCE

Flipspaces, Mumbai - *Human Resources & Sales Executive*

March 2020 – October 2021

1. Identified and sourced talent from various channels.
2. Generated candidate leads by contacting active & passive candidates through various channels like job boards, social media, existing databases, etc. and ensured a sturdy pipeline of candidates to meet the growing business needs.
3. Supported the team in sourcing for recruitment events.
4. Maintained daily tracker and dashboards and kept the MIS updated.
5. Helped in the onboarding of candidates & completing joining formalities.
6. I also handled sales for the company by promoting & selling office furniture products through social media.

INTERNSHIP

Flipspaces, Mumbai

August 2019–February 2020

1. Identified and sourced talent from various channels.
2. Maintained daily tracker and dashboards and kept the MIS updated.
3. Supported all other HR activities in the organisation.

EDUCATION

Indian School, Bahrain- **2016**

KES Shroff College, Mumbai — *Bachelor Of Management Studies*—
Specialisation in Human Resources — **2016 – 2019**

COMPUTER SKILLS

MS EXCEL

MS WORD

MS POWERPOINT

PHOTOSHOP

COREL DRAW

INDESIGN

LANGUAGES

ENGLISH, HINDI AND SINDHI.

CERTIFICATES

Office Automation Course From Raj Computers.

Waste Management Course From Kes Shroff College.

PERSONAL INFORMATION

CPR No: 971206767

Date Of Birth- 17th December 1997

Age- 24

Marital Status- Unmarried

Nationality- Indian

Visa Status- Temporary Work Visa

DECLARATION

I HEREBY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.