**CURRICULAM VITAE**

**AYUSHI SINGH**

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Life Republic Township, Hinjewadi Phase 2, Marunji, Mob No. **9958774565**

Pune, Maharashtra 411057

**Objective:** Aspiring to develop quality workforce and contribute added-value to the organization’s overall goals.

**Employment Profile**

**Vookad Solutions Pvt Ltd** Dec 2017 – Till Date

**Designation: Sr. HR Executive**

**Roles & Responsibilities:**

* End to End recruitment This includes developing job descriptions, person specifications, preparing job adverts, checking application forms, short listing, coordinating interviews and selecting candidates
* Joining and on boarding formalities.
* Developing and implementing policies on issues like working conditions, performance management, disciplinary procedures and absence management.
* Administering payroll and maintaining employee records.
* Leave Management.
* Dealing with grievances and implementing disciplinary procedures.
* Handling exit formalities.

**Shiv Nadar University** November 2016 – Oct-2017

**Designation: HR Executive**

**Roles & Responsibilities:**

* End to End recruitment This includes developing job descriptions, person specifications, preparing job adverts, checking application forms, short listing, coordinating interviews and selecting candidates
* Joining and on boarding formalities.
* Developing and implementing policies on issues like working conditions, performance management, disciplinary procedures and absence management.
* Administering payroll and maintaining employee records.
* Leave Management.
* Dealing with grievances and implementing disciplinary procedures.
* Handling exit formalities.

**NIET - Noida Institute of Engineering & Technology** June 2015 –September2016

**Designation: HR & Placement Executive**

**Roles & Responsibilities:**

* End to End recruitment This includes developing job descriptions, person specifications, preparing job adverts, checking application forms, short listing, coordinating interviews and selecting candidates
* Joining and on boarding formalities.
* Developing and implementing policies on issues like working conditions, performance management, disciplinary procedures and absence management.
* Administering payroll and maintaining employee records.
* Leave Management.
* Dealing with grievances and implementing disciplinary procedures.
* Handling exit formalities.
* Identifying organizations suitable for students’ placements & Internships.
* Client engagement with Institution for benefit of students.
* Industry collaboration with reference to students’ engagement.
* Client feedbacks and New Client acquisition.
* Retention & nurture existing client relationship.
* Checking if students have joined post placement and internship allotment and Keeping track of joining status
* Ensuring and tracking Monthly MIS reports.
* Look after the training and placement activities of students.
* Arrange the placement of the students through campus interviews during their course of study as well as after their passing out.

**Imitra Solutions** Jan 2015 -May 2015

**Designation: HR Executive**

**Roles & Responsibilities:**

* End to End recruitment This includes developing job descriptions, person specifications, preparing job adverts, checking application forms, short listing, coordinating interviews and selecting candidates
* Joining and on boarding formalities.
* Developing and implementing policies on issues like working conditions, performance management, disciplinary procedures and absence management.
* Administering payroll and maintaining employee records.
* Leave Management.
* Dealing with grievances and implementing disciplinary procedures.
* Handling exit formalities.

**Wave Group** Nov 2013 - Dec 2014

**Designation: HR Executive**

**Roles & Responsibilities:**

* End to End recruitment This includes developing job descriptions, person specifications, preparing job adverts, checking application forms, short listing, coordinating interviews and selecting candidates
* Joining and on boarding formalities.
* Developing and implementing policies on issues like working conditions, performance management, disciplinary procedures and absence management.
* Administering payroll and maintaining employee records.
* Leave Management.
* Dealing with grievances and implementing disciplinary procedures.
* Handling exit formalities.

**Educational Qualification:**

* Master’s Degree in Business Administration **(MBA)**; HR/Finance from Mahamaya Technical University (MTU), Noida in 2013.
* Bachelor in Commerce **(B.Com)** from CCS University, Meerut in 2011.
* 10th and 12th from C.B.S.E board in 2006 and 2008 respectively.

**Extra-Curricular:**

* Head girl of the school in the year 2005 and 2006.
* Head of cultural committee in school and graduation.
* Won numerous awards in various dance competitions.

**Personal Information:**

* Husband’s Name: Mr. Sunny Choudhary
* D.O.B: 16/05/1992
* Marital Status: Married
* Hobbies: Listening to music and Dancing
* Employment Status: Full Time

**(AYUSHI SINGH)**  Date:

Place: Pune