

AYUSHI SHARMA

Address :Noida Sector 71

Email · Ayushisharma@gmail.com · 7017842278

To enhance the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, creativity, hard work and utmost endeavors in the task entrusted to me.

EXPERIENCE

Impact InfoTech Pvt Ltd

Technical Recruiter-Domestic

(October22- Present) Noida Area, India.

- Handling Full Life Cycle of Recruitments
- Managed process to include sourcing, recruiting, qualifying, screening, salary
- Negotiation and closure.
- Source potential candidates on niche platforms, like Naukri platform
- Prepare candidates for phone, technical and face to face interviews. Managed contract and salary negotiations as necessary to close deals.
- Responsible for contract, contract to hire and permanent hiring.
- Mass Mailing according to the client requirement in job portals like Naukri
- Preliminary screening / short-listing the right qualitative profile against the given requirement.
- Assists with the development and revision of specifications and job descriptions for selected positions
- Identifies the most effective methods for recruiting and attracting candidates. - Drafts recruitment advertisements; posts and/or places ads in the most effective digital media for open positions
- Maintains contact with candidates to keep them apprised of the status of their applications
- Placed high-end technical professionals in the area of Information Technology Industry.

VINOSHA PORTFOLIO PVT LTD

HR Intern

(July22-September22) Noida, India.

- Post new positions on websites and job boards
- Assist with screening resumes and applications
- Send offer and regret letters
- Coordinate interviews
- Collect and update our database with new hire information (e.g. employment forms and contact information)
- Maintain payroll data including leaves, working hours, and bank accounts
- Proofread HR documents
- Help prepare Word, PowerPoint, and Excel documents

EDUCATION

MBA:2021 onwards - From MIT COLLEGE OF MANAGEMENT, MORADABAD (currently in 3rd semester).

Graduation BCOM: '2017-2020' – Passed from TMU UNIVERSITY, MORADABAD, UTTAR PRADESH with a 64% mark.

- 12th: Passed in '2017' – from (CBSE board), MORADABAD, UTTAR PRADESH.
- Diploma in Computer '2016' -ACTC Computer Institute with 62%.
- 10th: Passed in '2014' – from (CBSE BOARD), Moradabad, Uttar Pradesh.

SKILLS

- Technically proficient in **MS Excel, and PowerPoint.**
- Good communication and interpersonal skills.
- Aggressive target-oriented personality and very committed to the assignment given to me.
- Creative, innovative, hard-working, punctual, and 'Honest'.
-

ACTIVITIES

- Having a certificate in MIS (Management information system)

PERSONAL DETAILS

Permanent Address : Rameshwar colony, Moradabad, U.P,244001.

Sex : Female.

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi