

Contact

Phone

+91-9993246273

Email

ayushiporwal53@gmail.com

Education

2013

Unique Public Higher Secondary School
10th

2015

Unique Public Higher Secondary School
12th

2018

College of Commerce , IPS Academy, Indore
B.com (Computer Application)

2021

IBMR IPS Academy, Indore
MBA

Skills

Microsoft Office

Applicant Tracking System

Sourcing

Screening Candidates

Resume Formatting

Strong Expertise in recruiting candidates from LinkedIn, Monster, Indeed, etc.

Communication & Interpersonal Skill

Analytical Skill

Language

English

Hindi

Aayushi Porwal

To seek a challenging position that offers the opportunity to explore my knowledge and skills, in such an organization that provides a work environment that fosters teamwork and allows independent responsibilities.

Experience

IMS People Possible, Ahmedabad

Sept. 2021 - Current

US Technical Recruiter

- Working as an offshore recruiter for US based Staffing company.
- Recruit candidates for companies like Google, Dell, Bank of America, AmerisourceBergen, ADP, Bristol Myers.
- Source candidates from LinkedIn, Indeed, Monster, Careerbuilder, Dice . Screen candidates and submit them on the ATS i.e Applicant Tracking System.
- Resume Formatting.
- Respond to approx. 100 mails on an average every day related to applicant queries, negotiations, employer feedback and interview schedules.

SBI Card

March 2019 - Aug 2019

Branch Relationship Executive

- Increase credit card customers.
- Engage and educate customers on product usage.
- Convey brand information to customers and respond to questions/inquiries that arise
- Responsible for daily/monthly sales targets.
- Managing Sales of banking products
- Sourcing Business through Open Market through Different Channels.
- Fulfilling the Leads. Implement & Develop Sales Activities To Achieve Target.
- Executing All Sales Planning And Overseeing Target Allocation.
- Develop and Maintain Strong Relationship With The Clients For Repeat Business Or Referrals

Flipkart

July 2017 - Sep 2018

Senior Customer Support Executive

- Resolving customer complaints brought to your attention.
- Overseeing the customer service process.
- Providing detailed information to customers.
- Supporting the customer through an email ticketing system and phone calls.
- Maintaining records of each phone call for future reference.
- Taking feedback from the customers.
- Negotiating the terms and conditions with the customer.

Internship

GMA & Associates

Nov 2020 - Jan 2021

- In the areas of accounting , Internal audit and income tax

State of Mind

Apr 2021 - July 2021

- I have completed my internship from State of mind in area of HR Model .

Co-Curricular Activities

Participated and certified in Prakalp - 2021, An International Virtual Internship and Research Program for the students of IBMR, IPS Academy, Indore (M.P).