

SHAYISTA KASHISH

+91- 6207237834 · shayistakashish07@gmail.com ·
Noida, Sector-121, Gautam Budh Nagar,

OBJECTIVE

I am an enthusiastic and dedicated HR professional with a strong foundation in human resource management principles. With a passion for fostering positive workplace environments, I excel in employee relations, recruitment, and performance management. My skills include developing effective HR policies, supporting organizational development, and ensuring compliance with labor laws. Eager to contribute to a dynamic HR team, I am committed to enhancing employee engagement and driving organizational success

SKILLS

Team building	Multi-tasking	Ability to mentor
Decision making	Time management	Power point presentation
Communication	Collaborative	Microsoft word

PROFESSIONAL EXPERIENCE

HR RECRUITER INTERN

Yash Recruiter

Oct 2023 – Jan 2024

Evaluated CVs to match candidate experience with company requirements, ensuring alignment with job specifications.

Conducted initial telephonic interviews to assess candidate qualifications and suitability for further consideration.

Supported the recruitment process by coordinating with hiring managers and providing insights on candidate fit.

Assisted in maintaining accurate records of candidate interactions and recruitment metrics.

EDUCATION & CERTIFICATIONS

Lloyd business school of management and technology **2022-2024**

Master in Business Administration (Human resource and Finance)

Graduated in Magadh University, Bodh Gaya - 2020

Bachelor of commerce, (Accounts Hons.)

Magadh University, Bodh Gaya **2016-2017**
Intermediate

St Joseph's academy, Bihar Sharif **2014-2015**
Matriculation

EXTRACURRICULAR ACTIVITIES

1) Talk master in business research

2) Six sigma

PROJECTS

1) FINTECH

About how fintech is increasing Indian economy .
What are the major risk taking by bank in fintech.
Advantages and disadvantage of finance in finance.

2) RENT ATTIRE

Helping with branded dress for customer. Formal for students and working fresher.

Languages

English

Hindi