AAYUSH NAG

H/o Ashish Kumar Nag, North office para, Doranda Ranchi, Jharkhand

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Objective

To give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

Skills

- Leadership
- Decision Making
- Analytical Skills
- Adaptable
- Keen Learner
- Active Listener
- Ability to work under pressure

Work Experience

- Worked as HR Executive in Aashtray(NGO)- August 2020- present)

Roles and Responsibilities:

Responsible for end to end recruitment.

- o Sourcing from various Job Portals/ References.
- o Collecting requirement from the candidate and discussing the profile in detail.
- o Screening and short listing of resumes.
- o Maintains payroll processing system and records by gathering, calculating, and inputting data.
- o Answers staff questions about wages, deductions, attendance and time records.
- o Scheduling interviews of short-listed candidates.
- o Responsible for coordination with the manager.
- o Making daily, weekly, monthly report (Tracker sheet).
- Worked as Assistant in M3 event management company (April 2017-December 2018)

Roles and Responsibilities:

- o Handling budgeting and invoicing.
- o Brainstorming and implementing event plans and concepts.

Education

- **Amity University Jharkhand**
  MBA
  7.04
- **Ranchi University**
  B.com Hons.
  60%
- **Delhi Public School Ranchi**
  12th
  53.4%
- **Delhi Public School Ranchi**
  10th
  7.4 CGPA

Language

- English (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Bengali (speak)

Interests

- Exploring new places
- Listening music
- Gym

Personal Details

- Date of Birth   :   04/05/1996
- Marital Status   :   Unmarried
- Nationality   :   Indian

Achievements and Awards

- Participated in "Fashion Vista" at Amiphoria conducted by Amity University Jharkhand.
- Got 2nd prize in mobile game at event "Panache" conducted in XISS Ranchi.