


AAYUSHI BABAR

Human Resources

CONTACT

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Nanda Nagar, Indore 

[LinkedIn](#) 

EDUCATION

- M.B.A PGDM
Human Resources
- International Institute of
Management Studies, Pune
2020 - 2022
- Grade: 77.7%

- B.Com
Marketing
Career College Bhopal
2017 – 2019
- Grade: 62.2%

SKILLS

- HR operations
- HR Software and Automation
- HRMS
- ATS (Application Tracking System)
- HRIS
- SAP ERP
- Talent Acquisition
- Documentation
- Screening & Sourcing
- Time Management

CERTIFICATION

Recruiting Management Module
SAP ERP (Employee Central Module)

HOBBIES & INTEREST

Photography
Travelling
Writing

CAREER OBJECTIVE

Experience as a Human Resources Management. Seeking a position with WonderHR to broaden my experience by engaging a wide variety for business meets and delivering outstanding HR services.

WORK EXPERIENCE

Skillventory (Human Resources Consultant)

May, 2022 – June, 2023

- Recruiting candidates from entry level to senior Management. Handling end-to-end recruitment, Requirement, coordinate with hiring manager or Client to identify staffing need.
- Screening and sourcing the candidates through job portal like Monster, Naukri, Instahyre, Times Job, LinkedIn and other social networking sites. Taking the initial interviews, Scheduling, tracking the shortlisted candidates for the interviews and try to achieve 100% target.
- Applicant Tracking: Managing the applicant tracking system to ensure all candidate information is up-to-date and accurate Job Posting: Creating and posting job advertisements on relevant platforms and job boards.
- Candidate Evaluation, Reference Checking, and Offer Management and to negotiate the expectations of the candidates to maintain the employee cost within budget, and share offer letter.
- Ensuring the smooth joining formalities, onboarding, induction, training, handling day-to-day employee issue

OM Careers (Talent Acquisition Specialist)

June, 2023 Till Now

- Collaborate with hiring managers to determine staffing requirements and create comprehensive job descriptions.
- Develop and implement recruitment strategies to attract and source qualified candidates through various channels, including job portals, social media platforms, professional networks, and direct sourcing.
- Review resumes, conduct initial screenings, and assess candidates' qualifications, skills, and experience.
- Conduct phone and in-person interviews to evaluate candidates' fit for specific positions.
- Coordinate and schedule interviews with hiring managers, ensuring a seamless recruitment process.
- Manage candidate pipelines and maintain accuracy.

Internships

Graduation Internship

* BHEL, Bhopal (Research studies on manpower planning)

Post Graduation Internships

- * Mudrabiz Company, Pune (Research project on sourcing and recruiting)
- * Blitzjobs (7X ventures) (HR Genralist)