



AYUSHI JAISWAL

Masters, Business Administration - Human
Resource and Information Technology

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iamayushijaiswal@gmail.com

AGE

24

GENDER

Female

CURRENT CITY

Ahmedabad, Gujarat

ABOUT ME

A Dynamic and Multitalented professional with exceptional Human Resource knowledge having degree of MBA. Experience in all the Human Resource aspects including recruitment, induction process, explaining human resource policies to new employees, payroll management, attendance management, documentation- Verification Process and handling employee grievances.



Education

Masters, Business Administration

Asian Group of Management and Higher Studies
A.K.T.U. Board
Kanpur, Uttar Pradesh

Graduated with
Marks 81.80%

Bachelor, Commerce

Jagran College of Arts, Science and Commerce
C.S.J.M.U. Board
Kanpur, Uttar Pradesh

Graduated with
Marks 52.30%

10+2

UPKSSV
ICSE Board
Kanpur, Uttar Pradesh

Graduated with
Marks 73%

10

UPKSSV
ICSE Board
Kanpur, Uttar Pradesh

Graduated with
Marks 82.57%



Career Goals

To Start with, my main Career Goals are-

- To learn and experience as much as I can
- To gain expertise in Management
- To reach at top of the ladder in an Organization and strive to be a good team leader
- To have Self-Satisfaction
- To be able to face different Challenges and provide best of the solutions
- And Lastly to achieve Financial Growth



Skills

- Communication
- Flexibility
- Approachability
- Discretion and Ethics
- Positive Attitude
- Team Work and Collaboration



Work Experience and Internship

Total Work Experience- 5 years (Approx.)

January 2019- Present

HR Manager/Head- HR

LC infra projects pvt. Ltd.

Ahmedabad, Gujarat

1. Prepare salaries of employees including PF, ESIC, gratuity, bonus and other statutory wages law.
2. End to End Recruits (IT and NON IT), interviews, tests, and selects employees to fill vacant positions.
3. Plans and conducts new employee orientation to foster positive attitude toward Company goals.
4. Plan and coordinate different Employee engagement activities, training and development and grievances.
5. Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
6. Develops and maintains a human resources system that meets top management information needs.
7. Keeps records of benefits plans participation such as personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for reporting.
8. Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
9. Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
10. Prepares budget of human resources operations.
11. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
12. Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

August 2018-December2018

HR and Administrative

Executive

J.P. ISCON Pvt. Ltd.

Ahmedabad, Gujarat

1. **Recruitment** - End to End Recruits (IT and NON IT), interviews, tests, and selects employees to fill vacant positions.
2. **Employee Management** - VZerification of documents, training and induction, handling employee grievances and employee engagement activities.
3. **Payroll** - Prepare salaries of employees including PF, ESIC, gratuity , bonus and other statutory wages law.
4. **Vendor Management** - Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

February 2015 – July 2018

Administrator

Kangaroo Kids Education Ltd.

Kanpur, Uttar Pradesh

1. **TraineeAdministrativeAssistant** - Supportingtheoverallteamwithadministrationdutiesincludingminute tasking, online research, creating pool of applications and initial screening of candidates.
2. **Payroll** - Prepare salaries of employees including PF, ESIC, and other statutory wages law.
3. **Employee Management** - Verification of documents, training and induction, handling employee grievances and employee engagement activities.

Internship

January 2018 – March 2018

Human Resource Trainee Injectoplast Pvt. Ltd.

Kanpur, Uttar Pradesh

Project Title: *Human Resource Recruitment*

Daily Job Duties including:

- Preparing or Updating employment records related to hiring
- Learning about Transferring, Promoting and Terminating Employees
- Understanding Human Resource Policies, Procedures, Laws and Standards
- Learning Induction process of new employees
- Learning Documentation and Verification Proce



Computer Proficiency

- HRMS
- MS Office 365
- Google G-Suit
- MS Power BI



Languages

- English
- Hindi



Personal Interests

- Art and Craft
- Music
- Reading
- Travelling
- Cooking



Personal Details

Father's Name: Mr. Pankaj Jaiswal
Date of Birth: March 07, 1995
Gender: Female

Marital Status: Single
Nationality: Indian

Declaration



I, Ayushi Jaiswal, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Ahmedabad, Gujarat.