



MUDALIAR AISHWARIYA
HR GENERALIST / EXECUTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making significant contribution to the success of the company.

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A 1304 Stanza Flat Nr Club O seven road Shela Ahmedabad

Mudaliar Aishwariya

Performance Management

Strong decision maker

Complex problem solver

Team work

Employee Relation

Screening and staffing

Negotiating Skills

Strong Networking

PROFESSIONAL EXPERIENCE

HR & ADMIN

ALEPT CONSULTING PVT LTD

Sep '20 - Present

Recruitment:

- *END TO END Recruitment.*
- *Getting requirement and making Job description.*
- *Screening the candidates via various portals.*
- *Sourcing and getting the best resumes.*
- *Shortlisting, Lining up for Interviews, Follow up.*
- *ATS- ZOHO Recruit*

HR Activities:

- *Drafting Offer letters after selection,*
- *Onboarding and offboarding, welcome mails, Conducting Induction,*
- *Joining formalities, Induction, coordination with employees,*
- *Exit formalities, PF Process*

Admin Activities:

- *Vendor coordination,*
- *Internet,*
- *Leave track,*
- *Solving employees query and grief,*

SERVING FOR OUR CLIENT AFFIRMA CONSULTING (LOCATED AT US SEATTLE)

RECRUITMENT EXECUTIVE

PASONA INDIA PVT LTD

Apr '19 - Sep '20

- *END TO END RECRUITMENT,*
- *Partnering with hiring managers to determine staffing needs.*
- *Screening resumes.*
- *Performing in-person and phone interviews with candidates.*

SERVED FOR JAPANESE CLIENTS

ASSISTANT MANAGER

KOTAK SECURITIES LIMITED

Apr '18 - Feb '19

- *Help customers with complaints and questions,*
- *Give customers information about products and services,*

- *Take orders, and process returns.*
- *By helping customers understand the product and answering questions.*
- *Handling calls and answering the calls.*

CO-CURRICULAR ACTIVITIES

- ✓ Ethical Hacking Training from Lucideus Company director Mr Vidit Baxi.
- ✓ Participated in Sabarmati Festival.
- ✓ Hosted in Gandhinagar Zonal Tech-fest.

EDUCATION

Master of Business Administration - Human Resource
Jaipur University

Jun '18 - Jun '20

Bachelor of Engineering - Computer Engineering
SAL Technical University

Jul '13 - Jun '17