**Aayushi Ajay Modi**

**Mobile No. : 9586679616**

**e-mail id :** [**aayushimodi2005@gmail.com**](mailto:aayushimodi2005@gmail.com)

**Career Objective :-**

To become a professional in the field of Management (HR) and to become an asset to your organization.

* **Currently pursuing 5th year MBA from K. S. School of Business Management, Gujarat University, Navrangpura, Ahmedabad**
* **Completed my BBA (in HR) from K.S. School of Business Management, Gujarat University Campus, Navrangpura, Ahmedabad**
* **Work Experience:**

1. **Volansys Technologies Pvt. Ltd. :** Trained – HR (Ops.) from **2nd September 2021 to Present**

**Work Done:**

* 1. Joining Formality
  2. Exit Formality
  3. Employee Engagement Activity
  4. Maintaining HRMS database

1. **Growing People:** HR Intern from **20th October 2020 to 31st August 2021** (**10 months**)

**Work Done:**

* 1. All the HR related activities
  2. All Recruiting related activities (Screening to Joining)
  3. Joining & Exit formalities
  4. Policy Making & it’s implementation
  5. Employee Engagement Activities
  6. Making the documents from Joining to Relieving
  7. Payroll Management
  8. Database Management
  9. Handled multiple clients all HR activities (from Recruitment to Operations)

1. **Volansys Technologies Pvt. Ltd.** from **8th August, 2019 to 31st March, 2020** (**8 months**).

**Work done** :

1. Follow up of Recruitment schedule
2. Managing Employee’s data
3. Making of Offer letter, Appointment letter, Relieving letter and Experience letter
4. Assist in Employee Engagement Activities like annual function, birthday celebration, festival activities
5. Assist in day-to-day HR activities
6. Audit related work.

**Academic Qualification :-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Educational Board** | **Passing Year** | **Result (Grade)** |
| 4th year  (MBA integrated) | Gujarat University | May 2021 | 3.87 Grade |
| BBA/3rd year  (MBA integrated) | Gujarat University | May 2020 | 3.78 Grade |
| 2nd year (MBA integrated) | Gujarat University | May 2019 | 3.32 Grade |
| 1st Year  (M.B.A. integrated) | Gujarat University | May 2018 | 3.41 Grade |
| H.S.C. | G.S.E.B. | March 2017 | 96.55 PR |
| S.S.C. | C.B.S.C. | May 2015 | 7.4 Grade |

**Projects Undertaken:-**

|  |  |  |
| --- | --- | --- |
| **Year** | **Subject** | **Industry** |
| 3rd Year | Financial Feasibility of Pet Grooming Services | Service Industry |
| 2nd Year | Market Survey on Hard Disk | IT Industry |
| 1st Year | Basic Information on Plastic Industry | Plastic Industry |

**Technical Skills :-** MS Office & Uses of Internet

**Personal Skills :-** Fast Learning & Hard Working, Good Communication & Co-ordination

**Personal Information :-**

Name : Aayushi Ajay Modi

Date of Birth : 25-10-1999

Gender : Female

LinkedIn Profile : <https://www.linkedin.com/in/aayushi-modi-5ab86b192>

Marital Status : Unmarried

Nationality : Indian

Hobbies : Sports, Movies & Reading

Languages Known : English, Gujarati & Hindi

Address : A/4, Super Society, Ramdevnagar, Jodhpur Tekra, Satellite Road, A’ bad- 380015

I thereby declare that above information is true to the best of my knowledge.

**(Aayushi Modi)**