**AAYUSHI THANVI**

**A6/82 Orchidgreenfield Applewoods Shantipura chokdi, Bopal**

**Ahmedabad -380048**

***Mobile: 91+8141001113 Email:*** [***aayushi.t2327@gmail.com***](mailto:aayushi.t2327@gmail.com)

***2.5years of experience in  Implementing recruiting staffing & human resources programs by providing human resource services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions. Develops human resources solutions by collecting and analyzing information; recommending courses of action. Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.***

***EDUCATION***

*Post-Graduation (MCA) M.L.C University ACE Jodhpur (Perusing)                                     June- 2011*

*Bachelor of computer application (BCA) M.G University, ACE JODHPUR India                          June-2014*

***PROFESSIONAL SUMMARY:***

* ***Experience in Recruiting and Outsourcing, Training and Development in Hospitality and Service Sector and experienced into sales and business development.***
* ***Experience in managing team, maintaining harmonious relations among employees.***
* ***Proficiency in managing recruitment process including sourcing, screening and short-listing the candidate.***
* ***Comprehensive knowledge of full end to end recruitment life cycle and processes.***
* ***Ability to interface and maintain good working relationships with individuals at all levels.***
* ***Possess solid negotiation skills.***
* ***Skilled in using Microsoft Office like Word, Excel and the Internet.***
* ***Ability to work in a result-oriented and fast paced working environment.***
* ***Adept at handling day to day administrative activities in coordination with internal/ external departments, payment / claims.***
* ***A keen communicator with strong problem solving, planning, presentation and people management skill.***

**CORE COMPETENCIES**

* ***Sourcing profiles by visiting job portals, candidate’s referrals, job posting/ company database and screening the CV’s as well as conducting HR validation.***
* ***Conducting preliminary interviewing & negotiations with candidates, identifying candidates on the basis of technical requirements, scheduling interviews and verifying candidate's credentials and expectations.***
* ***Establishing the strong reference network and handling the internal transfers, negotiating salaries, generating offer letters and handling documentation.***
* ***Planning, coordinating and executing head hunting process and maintaining a comprehensive data-base of all employees with varied background.***
* ***Identifying training needs across by mapping the skills required for different roles and analyzing the existing level of competencies***

**WORK EXPERIENCE**

1. **Company: DISCOVER AVENUES**(Since July 2015 to June2016)

              Designation:  HR MANAGER /BDM

• Hiring resources for the companies dealing into NOT IT /Non IT for AHMEDABAD and other locations.

• Responsible for posting requirement on job portal

• Handling recruitment process with team

• Dealing with different companies.

• Hiring resources for the companies dealing into NOT IT /Non IT for AHMEDABAD and other locations.

• Responsible for posting requirement on job portal

• Handling END TO END recruitment process with team

2. **Company: DILIGENT INTERNATIONAL RECRUITMENT FIRM**                      (Since August 2016 to October 2016)

            Designation: SR.RECRUITER/CRM

Hiring resources for the companies dealing into IT /NON IT recruitment for AHMEDABAD /INDORE

• Responsible for posting requirement on job portal

• Handling END TO END recruitment process with team

• Handling joining and exit formalities.

Responsible for client coordination /Empanelment agreement/requirements etc.

**3 Freelancer recruitment**: (Since Octomber2016 to December 2016)

            Hiring resources for the companies dealing into different IT companies of Ahmadabad

• Responsible for posting requirement on free job portal like indeed/hirist/linked in etc

• Handling END TO END recruitment process as a individual.

• Handling joining formalities

4 **Company: QX LTD**(Since January 2017 to March 2017)

        Designation: HR.EXECUTIVE    
 Hiring resources for the companies dealing into Accounts and Finance outsourcing for AHMEDABAD and BARODA.

• Responsible for posting requirement on job portal

• Handling END TO END recruitment process with team

• Handling joining and exit formalities.

**ACCOMPLISHMENT**:

• Instrumentals in closing the fresher, middle and senior level position.

• Recognized for the efforts and appreciated by BM and HR Manager for timely closure of open positions ..

• Consistently achieved recruitment numbers in Talent well within the time frame

**STRENGTHS**

*Excellent communication, negotiation and interpretation skills.*

*Ability to make presentations with good organizational skills.*

*Have the ability to manage situations calmly and thoroughly.*

***Personal Details***

***Date of Birth:                                           27/ 6/ 1988***

***Category:               General***

***Marital Status:                                         Married***

***Language:                                                English, Hindi, Marvadi, Telugu, Gujarati***

***Hobbies:              Music, Sports, Dance***

***Strengths:                               Confident, Ability to relate to others,***

***Flexibility and keen to learn & grow***

***Professionally***

***Declaration:***

***I declare that all the above information is true and correct to best of my***

***Knowledge and belief.***

***4/JULY/2017                                                                                            AAYUSHI THANVI***