ANUSHREE VASISTH

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🐙 https://anushreevasisth7.github.io/anushree-portfolio/

📍 Lucknow, Uttar Pradesh

Detail-oriented and motivated Commerce graduate with hands-on experience in Human Resources and Talent Acquisition. Skilled in sourcing, screening, and coordinating interviews. Adept at handling HR administrative tasks, maintaining candidate databases, and supporting end-to-end hiring processes. Known for professionalism, adaptability, and a proactive approach to learning.

TECHNICAL SKILLS

- Power BI
- Advanced Excel
- HTML
- Data Analysis
- MS Office

SOFT SKILLS

- Time Management
- Team Collaboration
- Good Communication
- Sourcing Candidates

CERTIFICATIONS

Gen AI
Google

Power BI
NIELIT

Advanced Excel
Make Career Academy

TCS ION Young Professional Edge
TCS

Professional Development
Aspire Institute

💼 EXPERIENCE

Recruiter (Intern) — Sept 2022 – NOV-2022
Bz Consultant, India

- ➤ Focused on sourcing and attracting candidates for various roles, ensuring alignment with the company's needs.
- ➤ Collaborated closely with hiring managers to understand specific job requirements and provide tailored recruitment solutions.
- ➤ Engaged in continuous learning to adapt to evolving recruitment trends and technologies.
- ➤ Implemented new sourcing techniques, increasing candidate pool diversity by **20%**.
- ➤ Coordinated with hiring managers to refine job descriptions, enhancing candidate quality.

🎓 EDUCATION

Bachelor of Commerce (B.Com) — Jan 2021 – Jan 2024
National PG College, Lucknow

O Level Course (IT & Computer Apps) — Jul 2025 – Present
NIELIT, Lucknow

📈 PROJECTS

Sales Performance Dashboard (Power BI)
- ➤ Designed interactive dashboards to analyse sales trends and KPIs.

Business Insights & Reporting (Excel)
- ➤ Used VLOOKUP, Pivot table to analyze business insights.

👥 EXTRA-CURRICULAR ACTIVITIES

Team Lead - Meraki Fest — *Lucknow*
- ➤ Led 10-member team and managed promotions.

Inter-College Sports Competition — *Varanasi*
- ➤ Led and coordinated college athletics team during inter-College sports competition at IIT BHU.

🔤 LANGUAGES

English — *Professional Proficiency*

Hindi — *Native Proficiency*