

# Ayushi Saxena

Manager HR & Compliances

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DOB : 01<sup>st</sup> Nov 1993

Husband Name : Piyush Saxena

Permanent Address : 538, Moti

Nagar Vaishali Nagar Jaipur.(Rajasthan)

Career Overview -A determined and diligent professional having qualitative experience in Human Resource Management, Compliances, Strategic Recruitment, Contract Management, Client Relationship Management, Organization Development, Payroll Management, IR, Performance Management System (PMS), Buyer Audits Handling ETC is looking forward to excel in a reputed organization with a competing position and challenging obligations to efficiently deliver the competencies and experiences for the continued growth and viability of the organization and thereby building own professional career.

☐ A result oriented and competent professional with qualitative experience of over 9 years in Human Resource Management and Compliances in diverse corporate & manufacturing industry. Currently associated with **Siddha Group Manager HR & Compliances.**

☐ Experienced in HR Policies and Procedures, Strategic Sourcing & Recruitment, Contract Labor Management, Candidate Generation, Profile Management, Recruitment Advertising, Vendor Relation Management, Standard Compliance Management, HRIS, Documentation, PMS, Organization Development, Training & Development, Time Office Management, Payroll processing, Personnel File management, Charge-Sheet, Warning Letter, Show Cause Notice, Union Handling, Long term wage settlement with Unions, Liaison with PF, ESIC, Labor Office, Factories & Boilers, Police Stations, Pollution Control, Electricity Department, Fire Office, implementation of Industrial safety trainings and soft skills trainings, Handling buyers audit( i.e. SA 8000:2014,Sedex,BSCI,CTPAT,WRAP, Handling Employee Grievances, Formation and Handling different committee's(i.e. Works Committee, Canteen Management Committee, Social Performance Team, Environment Health & Safety Committee, Grievance Handling Committee, Risk Assessment & Emergency Preparedness Team, Anti-Sexual Harassment Committee)ETC

☐ Having Master's degree in MBA (Human Resource and Finance) ;Strong communication skills with good command over grammar and vocabulary and expertise at building positive relationships with Senior Officials, Staffs &Employees

## CORE COMPETENCIES-

**Recruitment Process-**

**Payroll Processing-**

**General Administration-**

**Statutory Compliance –**

**HR MIS-**

**Welfare Officer Related Tasks –**

**Manpower Planning**

**HR Policy & Standing Order-**

**Performance Management System –**

**Domestic Enquiry-**

**Risk Assessment: -**

**Liasioning**

**Qualification Details: -**

- ♦ **MBA from IIBM – 2016**
- ♦ **B.Com from Sikkim Manipal University. 2015**
- ♦ **Jewellery Designing Course from IIGJ. 2012**

**WORK EXPERIENCE: 9 YRS**

- Working experience **Siddha Group, Jaipur, Designated as Manager HR from July 22**
- Working experience **Shuban Prints, Jaipur, Designated as Manager HR from Jan 21-July 22**
- Working experience **Cliniton Medical Services, Jaipur, Designated as Manager HR from Feb 19-Nov19**
- Working experience in **At INK IT Solutions** is a Global IT company specialized in Digital Transformation using Cloud Technology for Enterprise Customers in enhancing their Business, **Designated as Sr. HR Executive . from May 18 – Jan 19**
- Working experience in **At NS Publicity Jaipur, Designated as Media Planner from Aug17-April18**
- Working experience in **At Jumpstars Technologies, Jaipur Designated as HR Executive from Oct 15-Oct16**
- Working experience **M/s Choudhary Fashions Jaipur, Designated as HR Executive from Jan-13-Dec-14.**

**Declaration:**

I hereby declare that the above-furnished information is true to best of my knowledge.

**Place:**

**Date:**

Ayushi Saxena