






Ayushi. K. Sawhney
Human Resources Professional
MBA-Human Resources Management
B.Com

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Gujarat,Ahmedabad,India 

A competent professional with nearly 6 years of cross-functional experience in enhancing operations, Business development, Market Research, Strategic planning, and Project handling and also Human Resource Development.

EDUCATION

MBA-Human Resources Management

Gujarat Technological University

Gujarat, India

Bachelors in Commerce

Gujarat University

Gujarat, India

PERSONAL DETAILS

Date of Birth: 27th August, 1994

Marital Status Unmarried

Gender: Female

Nationality: INDIAN

Hobbies: Reading, Writing, Social work

(Worked with Robin Hood Army)

Languages Known: English, Hindi, Gujarati,

SKILLS

Operations Management	Employee Engagement	Staff Development	Compliance
Relationship Management	Project Management	Leadership	Excellent Communication Skills

SUMMARY OF EXPERTISE

- Champion in making decisions regarding the business process to enable end-to-end success through utilization of business process, common tools and business practices.
- Expertise in enhancing operations as well as Employee Counseling and fostering a culture of excellence & best practices.
- Set goals, establish priorities manage resources, develop concepts and approach reviews processes progress and results making management decisions.
- Abilities in setting out quality standards for various operational areas, ensuring a high-quality customer experience, while adhering to the SLAs and work processes.
- An effective speaker with excellent relationship building & interpersonal skills, problem solving & organizational abilities.

Work Experience

SR JEWELLERS LLC June 2021 to Present

HR & Compliance

- Implement and manage an effective legal compliance program.
- Develop and review AML policies of the company
- Advise management on the company's compliance with laws and regulations through detailed reports.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks.
- Ensure all employees are educated on the latest regulations and processes.
- Resolve employee concerns about legal compliance.
- Also taking care of all the administrative tasks in the office.

RAK HOSPITAL 24 FEB 2021 to June 2021

Billing Assistant

- Perform billing assistance duties in a business
- Prepare and send invoices to clients and customers
- Check and issue billing adjustments to customers

SPT OILFIELD EQUIPMENTS AND MANUFACTURING LLC 20 FEB 2020 to 20 Feb 2021

HR Assistant

- Developing human resources planning strategies, with line Managers which consider immediate and long-term staff requirements in terms of Numbers and skills levels.
- Set goals, establish priorities, and manage resources for Employees as well as workers.
- Provide advice to staff and managers regarding HR Policies, Procedures.
- Recommend, develop and administer human resource data bases, payroll, filing systems policies, procedures and regulations.
- Planning and delivering training, including inductions for new staff depending upon their Designations & Grade.
- Work together with Payroll and Finance team to streamline Wages as well as Salary processing's.
- Carrying on Employee Engagement Activities. For Workers and staff within the organization.

Tata Consultancy Services, India – Aug, 2015 to July, 2017

Business Analyst in NIELSEN (Market Research)

- Communicating with team leads and manager for improving business through Market Research techniques.
- Involved in reviewing team strength and preparing plans to ensure there are back-ups to ascertain knowledge continuity and work continuity.
- Reviewed suggestions on process improvements and discussed with Team leader and Delivery Manager on the same.
- Random Quality check of Daily Production
- Supervised activities & deliverables of the team in absence of the lead.
- Meet Productivity and Accuracy target on a daily basis.
- Solving client's project related queries and share the project development suggestions.

Citi Mortgage: Image validation as a Senior Associate

- Citi, the leading global financial Services Company INC.
- This process involved for the proceedings of the Mortgage Loans Citi Mortgage which helps to understand Mortgage changes needs, assess the business impact due to changing and demanding needs of the customer.
- Of those changes, capture analysis and documenting requirements and support the communication as per the Customers need.
- Train new associates and helping them to take proper knowledge of the process by solving their process related queries and also involving process Improvements.
- Taking ownership and initiatives to work with different teams as the need arises.

Internship Program:

- Summer Internship done as an HR Executive from Sahajanand Laser Technology. (For 2 Months, Six Sigma training done).
- Worked with Stemcyte Therapeutics India Pvt Ltd (Cadila Joint venture Company) (As an HR/Admin Assistant for 1 Month)

Certifications

- Tally Certification ERP Software
- Lean Certification from Tata Consultancy Services.

Declaration

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Ayushi. K. Sawhney