

## OBJECTIVE

To Contribute in the Organization with my best efforts, skills, talent, and knowledge and obtain a challenging position which will provide me a positive environment to enhance and secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company, and where I can work with full motivation and commitment.

## CONTACT

- aayushityagi791@gmail.com
- <https://www.linkedin.com/in/ayushi-tyagi-470370278>
- 8851178968
- Delhi , India

## EDUCATION

B. Com from M.D University Rohtak at Sonipat passed in 2020

B.Ed. degree at CRSU, Jind, Haryana from 2021 to 2023

## SKILLS

- Effective communication skills.
- Leadership skills
- Proficiency in MS Office
- Proficiency in MS Excel.
- Time management
- Adaptive and Pressure Absorbing
- Fast Learner
- Decision Making Abilities
- Self-Motivated

# Ayushi Tyagi

## EXECUTIVE ASSISTANT

Dedicated Executive Assistant with over 2 years of work experience in administrative management. Demonstrates strong organizational, planning and communication abilities. Effective at independently handling diverse business relationships with disciplined execution strategies with ability to perform wide range of tasks. Highly organized with attention to detail. Proactive in providing support and making sure day-to-day operations runs smoothly.

## Experience

Executive Assistant **HARI SHEWA ENTERPRISE**  
April 2021- September 2023

As an Executive Assistant at Hari Shewa Enterprise, I contributed to the seamless operation of the organization by providing high-level administrative support. My role involved managing executive schedules, coordinating meetings, and handling confidential information with the utmost discretion. I excelled in prioritizing tasks, streamlining communication, and ensuring efficient office operations. Additionally, I demonstrated strong organizational skills, attention to detail, and a proactive approach to problem-solving. My tenure at Hari Shewa Enterprise equipped me with valuable experience in assisting executives in a fast-paced environment and enhanced my ability to facilitate their productivity and success.

## Licenses & certifications

**Build a Full ICS Website using WordPress**

**Create a Google Ads Search Campaign**

**Human Resources Analytics**

**Increases in SEO Traffic with WordPress**

**Search Engine Optimization (SEO) with Squarespace**