**AISHWARYA. A**

**HR & ADMINISTRATION MANAGEMENT PROFESSIONAL**

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**"** **Exceptional career in turning challenging conditions into success stories through a proprietary vision, long-term business insight, strategic planning, executive decision-making, critical thinking, and contingency management efficiencies.”**

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| **CORE COMPETENCIES**  Strategic Planning  Administration Management  HR Management  Continuous Improvement  Business Communication  HR Management  Budgeting  Relationship Management  Best Practices & Standards  Operational Administration  **PERSONALITY TRAITS**  Service-oriented Relationship Builder  Conflict Resolution Expert  Decision-Making  **EDUCATION CREDENTIALS**   * BBA, Maharani Women’s Arts, Science and Management College, Bangalore University, 2021 * Pre-University, Government PU College, Karnataka Department of Pre-University Education, 2018 * SSLC, Shanthinikethan English School, 2014   **ACHIEVEMENTS**   * Attended workshop on effective communication. * Won inter college debate competition. * Attended speak, lead, and conquer workshop and presented instant speech on topic with Certificate   **PERSONAL DETAILS**   * **Language Purview**: English, Hindi & Kannada * **Date of Birth**: 12th April 1999 * **Address**: #66, Ravi Nilaya, 3rd Cross road, Ramarao layout, Katriguppe, BSK 3rd stage Bangalore-560085 * **Passport No:** T9392050 | **PROFILE SUMMARY**     * **An Astute and Dynamic Administration Management Professional with career advancements** in handling the day-to-day operations within the organization. * **Exceptionally talented in juggling and prioritizing** needs while ensuring speedy responses to business concerns. Verifiable success in orchestrating turnaround initiatives that revive stalled operations and ignite underperforming operations. * **Demonstrated excellence** in leading, managing, and coordinating the company's overall HR & Administration operations, interpreting the requirement and formulating the internal policies related to day-to-day operations. * **Possessing a cohesive set of competencies in augmenting** efficiency in terms of time, costs, and resources * **Skilled in identifying and nurturing the strengths of individuals** while creating a unified and cooperative culture that enables teams to work collaboratively and achieve the targeted objective.   **WORK EXPERIENCE**    **December 2021 - December 2022 with Concentrix – Google Project as Bagmane Tech park, Bangalore as Operational representative, Data Analyst**  **Key Deliverables**:   * Used automated tools to extract data from primary and secondary sources * Removed corrupted data and fixing coding errors and related problems * Developed and [maintained databases](https://www.simplilearn.com/what-is-data-management-article), and data systems – reorganizing data in a readable format. Performed analysis to assess the quality and meaning of data * Reviewed Google ad word accounts * Dealt with weekly and monthly reports, sub-process level auditing within the team   **February 2019 - August 2019 with Morph Wellness, Bangalore as Relationship Manager**  **Key Deliverables**:   * Communicated with customers on behalf of morph and give the required information about the product, services. Took appointment and allot them accordingly, Reach the target fixed by the organization * Built and maintained strong relationships with prospective and existing clients. * Researched and pursued new business opportunities. * Identified clients' needs and requirements and proposing suitable solutions. * Provided clients with comprehensive product/service consultations and guided their decision-making process   **INTERNSHIP**  **L& T Financial Services-Internship**  *Dexterously carrying out the planning, execution, and statistical analysis in HR Department, are shadowing in bulk-hiring*  **BURZI Brains-Internship**  *Held accountable for connecting to candidates and taking information about each individual and shortlisting candidates based on their skills and qualifications. Conducting campus selections, and educating students about the different training and skills required in the corporate world.*  **2016 | Home tutorials** |