

PIYUSHA SALVE

HUMAN RESOURCES EXECUTIVE



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Navi Mumbai



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ABOUT ME

A Goal Driven HR Professional with 1+ year of expertise in Talent Acquisition, Operations and Development. My Passion lies in attracting, Retaining and developing top talent to drive business growth. I Excel in fast paced environment and love fostering Culture of collaboration and excellence.

WORK EXPERIENCE

Jan 2025 - Present

Aspire Mediaworks

Human resources Executive

- I'm responsible for Sourcing of Candidate through job portals and conduct Phone Screenings. In one year I've closed 12+ positions in mid senior and Senior roles.
- I also look after the operations part like Onboarding, handling documents, conducting induction, leave and attendance management as well.
- I also do plan for employee engagement activities and Festival celebrations.

July 2024 - Dec 2024

Aspire Mediaworks

Human resources Trainee

- Screenings Resumes and shortlisting suitable candidates.
- Conducting initial phone screenings and Scheduling interviews between Candidates and Senior Managers.

Feb 2023 - Jun 2024

Sweet Angels School

Operations Executive

- Managed End to End staff Recruitment.and shot content for Social media.
- Managed Daily Operations and Administrative tasks of the Preschool
- Handled Parents inquiries along with planning of Monthly Activities and Other workshops.

Aug 2022 - Oct 2022

Qyou media

Content Acquisition intern

- Planning the Content programming of the shows being telecasted on the TV Channel Doing S&P
- Handling Meta data sheet
- Finding and researching new YouTube content

EDUCATION

2019-2022

Bachelor's of Mass Media - Pillai College

2017-2019

XII State Board - Mahatma School

2017

X CBSE Board - Ryan International School

SKILLS

- Recruitment
- Communication
- Employee Engagement
- Team Management
- Problem Solving
- Microsoft office