

# Rashi Tiwari

## MBA HR AND FINANCE GRADUATE

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### PROFILE

A motivated and detailed oriented Human Resources graduate, eager to contribute strong organizational and interpersonal skills to support effective HR operations. Well-versed in recruitment processes, employee onboarding, and maintaining HR records. A quick learner with a passion for fostering a positive work environment and ensuring employee satisfaction.

### SKILLS

- Good Communication
- Attention to detail
- Team work
- Accountancy
- Problem Solving
- Interpersonal
- Microsoft Excel
- Microsoft PowerPoint
- Human Resources
- Organizational

### PROFESSIONAL EXPERIENCE

#### FASTTRACK INDIA ,INDORE

##### HR RECRUITER

Feb- June 2023

- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Sourcing out the candidates using different job portals .
- Selecting the right candidate .
- Conducted employee onboarding and orientation sessions.
- Assisted in maintaining HR records and documentation.
- HR Policies.

#### AIM INDIA PVT LTD. DELHI

April-July 2022

##### Marketing / HR Intern

- Identified developed and evaluated marketing strategies based on knowledge of company objectives and market trends.
- Communicated clearly and professionally with staff and customers.
- Used outstanding time-management abilities to consistently complete work within assigned deadlines.

#### HONDA MOTORS , JHANSI

MAY-JULY 2019

##### CUSTOMER SERVICE REPRESENTATIVE

- Addressed customer service enquiries quickly and accurately.
- Assisted customers with product related questions, feedback and complaints.
- Processed and issued product orders and service upgrades for customers.

### EDUCATION

#### Master of Business Administration (Finance + Human Resource )

August 2023

IBMR IPS ACADEMY , Indore • 65%

#### Bachelor of Business Administration (Hons.)

October 2020

Bundelkhand University • 70%

### PROJECT

Work Life balance of women working in Education sector (with reference to Indore)

- Understood the need of work life balance
- Studied the difficulties faced by working women
- Ways to maintain work life balance.

## CERTIFICATES

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- Industry Readiness Program on Banking and Insurance by **NSE ACADEMY**.
- Microsoft Excel – Beginner to Advance from **UDEMY**.