

# Aishvaryaa A A

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## Profile

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An enthusiastic HR professional with over a year of experience in recruitment and employee engagement. Skilled in implementing HR policies, managing payroll, and supporting staff development. Experienced in creating a positive work environment, organizing events, and resolving employee-related issues. Dedicated to ensuring smooth HR operations and contributing to team success.

## Professional Experience

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### HR Intern, Pearl Distillery Pvt Ltd

May 2024 – August 2024  
Chennai, India

- Sourced and recruited candidates for roles such as microbiologist, sales executive, and engineer using platforms like Naukri.
- Prepared Job Descriptions for various roles.
- Assisted in onboarding by verifying documents and facilitating integration into company culture and structure.
- Learned HR Standard Operating Procedures (SOPs) and organized employee engagement activities, including monthly celebrations and training sessions.
- Contributed to the implementation of a new HR Management System by validating data related to holidays and shift timings.
- Collaborated on preparing increment and promotion letters and ensured the accuracy of increment percentages.
- Participated in strategic meetings to finalize the organisational charts and assisted in analysing company culture using theOCAI Tool.

### HR Executive, Smart Accountants

October 2022 – August 2023  
Chennai, India

- Led end-to-end recruitment, formulated policies, and contributed to strategic business expansion.
- Implemented staff development, monitored employee programs, and ensured a positive work environment.
- Oversaw work environments, health, safety, and organized corporate events for employee engagement.
- Analyzed people metrics, administered data, and submitted MIS reports for data-driven decision-making.
- Acted as an HR Business Partner, managing discipline, people, events, and payroll, while implementing management frameworks.

### Associate, Ernst & Young

October 2020 – March 2021  
Chennai, India

- Assist in providing support for client engagements, which may include tasks related to audit, tax, advisory, or other professional services.
- Collaborate with cross-functional teams and support team members in delivering high-quality services to clients.
- Ensure compliance with EY's policies and procedures. Contribute to maintaining high-quality standards in service delivery.
- Communicate effectively with clients, team members, and other stakeholders as needed, under the guidance of more experienced professionals.
- Demonstrate flexibility and adaptability to work on various projects and tasks as per business requirements.

## Education

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**MBA HR & MARKETING**, *SSN School Of Management*

August 2023 – present  
Chennai, India

**M.Com**, *Indira Gandhi Open University*

June 2021 – June 2023

**B.Com Bank Management**, *Ethiraj College For Women*

June 2017 – April 2020  
Chennai, India

## Skills

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- Communication
- Problem Solving
- Quick Learner
- Team Player

## Position Of Responsibility

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### Student Placement Committee Coordinator

September 2023 – present

- Act as a liaison between the placement committee, students, and corporate partners to ensure effective communication and understanding.
- Contribute to the creation of posters for talk series and other placement initiatives as well as internship and placement brochures for the institute's website.
- Participate in organizing talk series and other activities that enhance students' professional development.
- Assist in maintaining an up-to-date database of student profiles, resumes, and job placements.

### International Conference – Hospitality and Paper Editorial Team

- Managed the editing process, communicate with authors for revisions, and ensure timely publication of proceedings.
- Organize and oversee hospitality related aspects of the conference such as catering, social events and networking sessions.

### HR Conclave – Hospitality Team

- Coordinated and managed guest transportation facilities.
- Collaborate with vendors and service providers to ensure smooth execution of all hospitality services.
- Ensure the venue is set up appropriately, including seating arrangements to create an engaging and professional experience.

## Projects

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### Consumer Satisfaction in Purchasing Online Vs Instore

To study consumer satisfaction in purchasing cosmetics online vs in store and to identify trends, optimize user experiences, and enhance marketing approaches, ensuring that businesses align with customer expectations and stay competitive in the evolving retail landscape.

## Software

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Zoho Cliq & People

Zoho Recruit

Zoho Payroll

MS Word & Excel