

**AYUSHI GUPTA**  
64/21 Gadariya Mohal, Kanpur  
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## OBJECTIVE:-

Seeking a challenging position in the field of Human Resource, that will maximize the opportunities for me to implement my skill set and knowledge which can further lead to the growth of the organization.

## WORK EXPERIENCE:-

### HR Intern at Milliman (March 2024 – present)

- Assist with new hire orientation and updated employee information.
- Coordinate candidate interviews (phone and email) with the candidates and internal managers.
- Prepare reports on all recruiting activity and update senior members of the hiring team.
- Create and post job descriptions on various job portals.
- Facilitate onboarding processes, ensuring smooth integration for new employees.
- Manage offboarding procedures, handling exits and final settlements efficiently.
- Maintain accurate employee records, ensuring data integrity and compliance.
- Implement systems for tracking and updating employee information and status.

## EDUCATIONAL BACKGROUND:-

- Master Of Business Administration from Dr. Virendra Swarup Institute of Computer Studies, Kanpur in 2024
- Bachelor Of Commerce from Christ Church College, Kanpur in 2022
- 12<sup>th</sup> from St. Mary's Convent High School, Kanpur (ISC Board) in 2019
- 10<sup>th</sup> from St. Mary's Convent High School, Kanpur (ICSE Board) in 2017

## PROFESSIONAL CERTIFICATE:-

- Certification of Professional Achievement in Tally

## SKILLS AND ABILITIES:-

- Management
- Interpersonal skills
- Excellent communication, both written and verbal
- Time management
- Teamwork

## TECHNICAL SKILLS:-

- MS PowerPoint, MS Word and MS Excel
- Tally

## PROJECT WORK:-

**Topic** – Talent Acquisition, **Company** – RSPL LTD

**Duration** – 45 days

A study on designing and implementing recruitment strategies, developing job description and specifications and sourcing & recruiting the candidates through job portal.

Worked on IT, Civil and Mechanical Procurement, Project and Construction Manager profile.

## PERSONAL STRENGTHS:-

- Able and willing to accept high level of responsibility
- Dedicated and hardworking
- Inquisitive nature to drive improvements
- Natural negotiator
- Quick learner
- Self motivated

## HOBBIES:-

- Listening to music
- Baking

## PERSONAL DETAILS:-

Name	Ayushi Gupta
Date Of Birth	26 <sup>th</sup> July, 2001
Father’s Name	Mr. Narendra Kumar Gupta
Mother’s Name	Mrs. Priti Gupta
Gender	Female
Language Proficiency	English and Hindi

**DECLARATION:-**

I hereby declare that all the above furnished details are true to the best of my belief and knowledge.

Ayushi Gupta