

AYUSHI KATIYAR

Kanpur 

8808323456 

ayushikatiyarvsics@gmail.com 

<https://www.linkedin.com/feed/>



SUMMARY

HR Manager, with overall 2 years' work experience that includes Human Resource Management, Talent Acquisition, Training and Development, Employee engagement, Performance management system, Strategic HR, and Administration.



EXPERIENCE

Talent Acquisition Executive | Filo Edtech Pvt Ltd.

DEC. 2021 – CURRENT

- Responsible for Workforce Planning for business units
 - Identifying critical, unique/niche & mass positions for building a talent pipeline
 - Industry/Organization mapping for critical positions
 - Complete recruitment life cycle management, Validating manpower requisition in consultation with line and business HR
 - Effective utilization of internal and external sources of recruitment like (HR, IJPs, consultants, employee referrals, job sites, social media, OTR etc.)
 - Mapping applicants to the position on the basis of hiring guidelines laid down with due focus on quality.
 - Responsible for assessment and selection of the right talent
 - Ensure that the candidate possesses the required skills set/behavioral competence and can be aligned to the organization culture via HR round of interview
 - Salary positioning, offer negotiation & timely closure of positions involving aggressive follow up with head-hunters, line manager & candidates.
 - Managing effective and smooth on boarding of new hires in coordination with HR Active team as per defined process to ensure their acclimatization to the organization for better engagement and stability.

ACCOUNT Manager | Indiamart InterMesh Limited

NOV. 2020 – OCT. 2021

- Serve as the lead point of contact for all customer account management matters.
- Build And maintain Strong, long lasting client relationship.
- Negotiate contracts and close agreement to maximize profits.
- Develop trusted advisor relationship with key accounts, customer stakeholder and executive sponsors.
- Ensure the timely and successful delivery of our solutions according to customers needs and objective.
- Develop new business in existing clients and identify the area of improvement to meet sales.
- Prepare Reports on account Status
- Assist with challenging client request or issue escalations as needed.

HR Intern | Lohia Crop

MAY. 2020 – July. 2021



SKILLS

- Talent Acquisition
- Training and Development
- Employee Engagement
- Recruitment Planning and Budgeting
- Compensation & Benefits
- Statutory Compliance
- Performance Management
- Grievance Handling
- Strategic HR
- HR Policies formulation and implementation
- Labor Laws Compliance
- Competency & Skills Assessment



EDUCATION & CERTIFICATION

- Graduation (B.B.A) – Dr. Virendra Swaroop Institute of Management Studies
- MBA (HR/ Marketing) – Dr Gaur Hari Singhania Institute of Management & Research.
- Received certificate of participation in FILM MAKING.
- Member of Kanpur Literature Festival in the collage.
- Member of Social Committee in the collage.
- Certificate Equality Warrior for Attending the VIVEL Workshop.
- Quality Tour Certificate of Goldie One One Noodles.
- Completed Robotic Automation Course



SUMMER INTERENSHIP

Project Title: Integrating Employee Wellbeing in Human Resource Planning

Project Description: In the project I have to understand the recruitment process and how the job is delegating the able person.

Key Learning:

- What are the areas of Employees Wellbeing?
- How should each person get the job in the organization according to his/her soft skills as well as hard skill?

Accomplishments:

- Educate Staff on financial matters
- Provide Support on Mental Health
- Encourage Staff to focus on their physical health



PERSONAL INFORMATION

Gender : Female

Date of Birth : 05st October 1998

Nationality : Indian

Marital Status : Unmarried