

# Ayushi Kansal

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## Professional Summary

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Dynamic HR Professional with positive outlook and high performance standards. Demonstrated ability to deliver results in targeted HR projects. Excellent communication skills to collaborate with various stakeholders. Recognized and rewarded throughout career for process improvement

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## Skills

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- Talent management
  - Strategic Planning
  - Stakeholder Management
  - MS Excel, Power-point presentation, MS Word, outlook, HRMS
  - Project management
  - Cross-functional collaboration
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## Work Experience

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**HR Associate**, 02/2023- Current  
**ID Tech Solutions (P) Ltd.** - Gurgaon, India

- Managing employee life cycle by sourcing, interviewing and facilitating joining formalities of new hires
- Recruitment of key positions, executive search in respective business units
- Delivering HR metrics & reports
- Contributing in high-impacted HR projects including designing and implementation of employee handbook, HR policies, employee grievances and feedback system, work-related surveys
- Working proactively in the areas of diversity initiative, attrition analysis, retention strategies, change management and communication
- Providing salary inputs, PMS implementation sources, customer experience enhancement initiative
- Facilitating smooth on-boarding and orientation program for new hires
- Maintaining HR master tracker and ensured compliance with legal requirement
- ESI registration of new hires
- Cross-checking monthly vendor payments, UAN registration
- Leading digital transformation team to implement HRMS (Zoho people plus)
- Designing effective HR programs that drive leadership development, reward and recognition program for sales team, incentive plan, benefit administration
- Curating cost-effective employee benefit programs (health insurance) to make attractive salary annexures to offer
- Research, compare and vendor negotiation for benefit prices

- Monthly attendance management and payroll management
- Setting up learning management system to address functional learning needs
- Contributing to the day-to-day HR operations
- Providing HR advice and support to managers and staff on a wide range of strategic and operational HR issues
- Bridging management and employee relations by addressing demands, grievances
- Contributing to people strategies by providing analysis and insights in the areas of talent acquisition, employee engagement
- Organizing training sessions, monthly employee engagement activities and annual town hall

**HR Intern, 06/2022- 08/2022**

**Dabur India Ltd. - Ghaziabad, India**

- Worked with HR team to coordinate company events and vendor management
- Organized induction programs for new hires
- Hands-on experience with HRIS (Pulse)
- Generated insights on various HR metrics
- Responsible for recruitment, joining formalities and monthly leave management

**HR Intern, 04/2022- 05/2022**

**Aditya Fashion and Retail Ltd. – Hybrid**

- Competency mapping and job matching
- Extracting, analysing and comparing benefits offered, salary budgets, unique role frameworks of the competitors

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## Education

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<b>PGDM: HR and Marketing</b> <b>Jaipuria School of Business</b>	2021-23 7.4/8 CGPA
<b>BA: Human Resource Management</b> <b>College of Vocational Studies, University of Delhi</b>	2018-21 7.8/10 CGPA
<b>Higher Secondary: Commerce + Psychology</b> <b>Queen Mary's School, Northend</b>	2018 9.5/10 CGPA

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## Certifications

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|---|-------------------------------------|
| ❖ HR Katalyst 2.0                         | Keka HR (2023)                      |
| ❖ Excel skills for Business: Essentials   | Coursera (2023)                     |
| ❖ Performance Management                  | Great Learning (2023)               |
| ❖ Foundations of Project Management       | Goggle (2023)                       |
| ❖ Entrepreneurship Strategic Management   | The University Of New Mexico (2022) |
| ❖ Tech Recruitment Certified Professional | Devskiller (2023)                   |

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## Achievements

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- Best social media post by Keka HR (2023)
- Excellence in Literary skills- English (2018)
- Excellence in Performing Arts- Dramatics (2018)

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## Volunteering

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- Community development & Research intern at Tare Zameen Foundation (NGO)
- Program Coordinator at United Nations Developments Programme, Delhi
- Crew Lead and member at TIE Startup Expo4 and Global Summit
- Fundraising volunteer (FR) at Make a Difference
- Campaign Ambassador of Sanfe, IIT Delhi

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## Languages

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**English-** *fully professional proficiency*

**Hindi-** *fully professional proficiency*