

# Aashna Hamdule

Human Resource Executive • Paschim Vihar, New Delhi • +91 9711079739  
aashnahamdule@gmail.com • www.linkedin.com/in/aashna-hamdule

---

Dynamic and results-driven HR Executive with 1.4 years of experience. Proven ability to enhance employee engagement, streamline onboarding processes, and drive successful recruitment initiatives. Seeking a challenging role as a Human Resource Executive to leverage expertise and contribute to organizational success.

## WORK EXPERIENCE

### **Global Audio Text Solutions, Noida**

*Human Resource Executive*

30/06/2023-Present

- Spearheaded recruitment efforts, sourcing, screening, and interviewing 25+ candidates per month, achieving a 90% acceptance rate for job offers.
- Optimized the onboarding process, reducing new hire integration time and increasing employee satisfaction.
- Develop and implement employee engagement initiatives, fostering a positive work culture and promoting team cohesion.
- Acted as a liaison between management and employees, resolving 95% of conflicts amicably, contributing to a harmonious work environment.
- Collaborated with cross-functional teams to develop and implement HR policies, ensuring 100% compliance with company standards.
- Conducted 20+ exit interviews and facilitated offboarding processes, gathering feedback that led to a 10% improvement in employee retention strategies.

### **EarnYoung, Remote**

*Student Manager Intern*

15/04/2022-15/07/2022

- Conducted cold calls and scheduled interviews with the recruiters of 30+ candidates weekly.
- Regularly updated clients on interview progress, enhancing communication and client satisfaction by 20%.

### **Libass Foundation, Remote**

*Human Resource Intern*

09/02/2022-09/03/2022

- Responsible for conducting telephonic interviews of 100+ candidates and one on one online interviews of the shortlisted candidates.

### **Jankalyan Multipurpose Education Society, Remote**

*Human Resource Intern*

08/02/2022-14/02/2022

- Acquired various interns by screening their resumes and conducted interviews for the shortlisted candidates. Connected with potential candidates on LinkedIn and conducted preliminary interview/chats.

## ACHIEVEMENTS

### **Litworms: Literary Society of Shyam Lal College (M)**

*Lead Coordinator*

05/2021-05/2022

- Managed a team of 7, organizing 5+ competitions, drafting official messages and letters, increasing participation by 50%.

### **Falcon Films: Film making society of Shyam Lal College (M)**

*Content Writing Head*

01/2021-12/2022

- Drafted official messages, sponsorship proposals, emails and social media captions for the society.

### **Interact Club, Indraprastha World School**

*Vice President*

04/2018-03/2019

- Managed a team of 8, conducting 5+ blood donation camps, book drives, and clothes drives.

## HARD SKILLS

- Recruitment
- Salary Negotiation
- Onboarding Formalities
- Induction and Orientation
- Employee Engagement
- Background Verification
- Exit Interviews

## SOFT SKILLS

- Interpersonal
- Empathetic
- Decision making

## EDUCATION

- Internshala Training  
Advanced Human Resource Management Course
- University of Delhi  
BA English (Hons)  
Completed in 2022
- Indraprastha World School  
Completed in 2019