

AYUSH KUMAR

Professional Summary

Passionate about creating a positive workplace culture and committed to promoting diversity and inclusion. Eager to learn and grow within the HR field, while contributing to the overall success and efficiency of the HR team. Looking to leverage strong interpersonal skills and a proactive attitude to help drive organizational goals and enhance employee experiences.

Work History

HIREGURU JOBS & CAREER PVT LTD - HR Recruiter

06/2024 - 08/2024

- Conducted phone interviews to assess applicants relevant knowledge, skills, experience and aptitudes.
- Collaborated with hiring managers to identify talent needs and develop effective job descriptions.
- Developed strong relationships with clients, ensuring accurate understanding of their needs and matching them with top talent.
- Reduced time-to-fill for open positions by implementing targeted recruitment strategies.
- Developed recruiting strategies to identify qualified candidates and build network.

GROWTHVINE CAPITAL - Operation Specialist

Gurgaon, India

10/2023 - 04/2024

- Handle MIS data of multiple Mutual Fund companies.
- Collected, arranged, and input information into database system.
- Creating invoices and handle documentation and empanelment.
- Prepared MOM and handle their payment gateway tool.

NDIM - Educational counsellor Internship

Hobbies and Interests

- Working on computer and internet surfing.
- Picture Editing and ready to learn new things.

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Skills

- Recruiting and Sourcing
- Goal-oriented mindset
- Resume Screening
- Interpersonal and Social Skills
- Team Collaboration
- Microsoft Office Suite
- Multitasking Abilities
- Excellent Communication
- Advanced Excel
- MS - Powerpoint

Education

01/2023

New Delhi Institute of Management(NDIM)

Delhi

BBA

01/2020

CBSE board

The Cambridge International School New Delhi

Intermediate (12th)

01/2018

CBSE board

The Cambridge International School New Delhi

10th