



AYUSHI SRIVASTAV

Talent Acquisition

CONTACT

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SKILLS

- Talent Acquisition
- Bulk Hiring
- Campus Placement
- Vendor Management
- Onboarding and Offboarding
- Conflict Resolution
- Employee Engagement
- ATS (Talent Recruit, Greenhouse)
- Job boards (LinkedIn, indeed, Monster, Naukri, Shine, Times jobs)
- HRMS (Keka, HRM Thread)
- Microsoft office suite

LANGUAGE

- English
- Hindi

ABOUT ME

A high performing, strategic-thinking HR professional with 3+ years of comprehensive experience in implementing recruitment strategies, streamlining HR processes, and achieving measurable results. Sourced & Hired 200+ candidates during the role at CII - Model Career Centre, Gurgaon. Excellent record of workforce development and strategic hiring for key positions during the previous role at Head Field Solutions.

WORK EXPERIENCE

HR GENERALIST

Oct,2023 - Present

DigiDunia || Noida

- Managed end-to-end recruitment, employee engagement, and talent management.
- Maintained ATS and HRMS databases, ensuring accurate records.
- Addressed employee inquiries, fostering a positive work environment.
- Monitored and communicated regulatory changes to stakeholders.
- Provided administrative support, including scheduling meetings and document preparation.

CORPORATE HR

Jul,2023 - Oct,2023

Head Field Solutions || Noida

- Led end-to-end recruitment processes, ensuring timely hires.
- Developed relationships with hiring managers and identified passive candidates.
- Managed ATS, scheduling complex interviews across time zones.
- Oversaw employee onboarding and off-boarding, ensuring compliance.

HR RECRUITER

Nov,2022 - Jul,2023

CII - Model Career Centre || Gurugram

- Led recruitment for various roles in BPOs, KPOs, HROs, RPOs, LPOs and other IT consulting firms.
- Attended career fairs and networking events to attract applicants.
- Maintained relationships with universities and professional organizations
- Managed placement projects and ensured compliance with reporting requirements.

RECRUITER

Nov,2020 - Nov,2022

TFR consultancy || Faridabad

- Sourced candidates through job boards, social media, and referrals.
- Utilized advanced Boolean search techniques to find passive candidates.
- Recruited and trained new recruiters in sourcing and interviewing strategies.

EDUCATION

Manipal University of Jaipur

MBA (HR & Finance)

2023 - 2025

University of Delhi

Bachelor's (English hons)

2019 - 2022