

Ayushi Srivastava

HR Executive and Recruiter



3 Years 0 Month



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Profile Summary

Experienced HR professional proficient in End-to-End recruitment for Voice, Chat, L&A, P&C, FnA, MIS, and BO requirements. Skilled in planning and managing successful Walk-in drives and adept at stakeholder management to analyze and fulfill hiring needs of multiple clients. Expertise in vendor management, collaborating with partners to execute drives and meet hiring goals. Currently driving various projects focused on enhancing Candidate experience, optimizing ATS tools, and eliminating documentation duplicities for improved efficiency.



Key skills

- end to end recruitment
- non it recruitment
- frontline hiring
- bulk hiring
- offer generation
- interview coordination
- sourcing
- screening
- recruitment
- negotiation skills
- effective communication skills
- talent acquisition
- Stakeholder Management
- Vendor Management



Personal Information

City **Noida**

Country **INDIA**



Languages

- English
- Hindi
- Spanish



Education

MBA/PGDM, 2024

Narsee Monjee Institute Of Management Studies,
Mumbai

B.Com, 2020

Amity university lucknow

12th, 2017

CBSE, English

10th, 2015

CBSE, English



Work Experience

Feb 2022 - Present

HR Executive and Recruiter
EXL Services

- Spearheaded the entire recruiting process as per client specifications, ensuring accountability at every stage.

- Devised and implemented innovative sourcing strategies to maintain a robust pipeline of passive candidates, effectively filling challenging positions.

- Conducted thorough screening, interviews, and negotiation of offers, independently sourcing exceptional talent for all open roles.

- Collaborated with hiring managers to schedule and conduct phone interviews, in-person meetings, and facilitate seamless new employee orientations.

- Cultivated a deep understanding of the client's business operations and staffing requirements, tailoring recruitment efforts accordingly.

- Overcame obstacles to achieve recruitment goals and provided recommendations for process enhancements.

- Conducted primary verification of documents, experiences, and references for potential candidates as per organizational requirements.

- Designed and executed result-oriented recruiting strategies, resulting in the successful closure of 50+ open positions monthly, primarily through direct channels.

- Managed full life-cycle recruitment across various organizational levels, ensuring a seamless hiring process from initial screening to offer acceptance.

- Demonstrated expertise in high-volume hiring, adeptly managing bulk recruitment requirements.

- Worked closely with managers to compile comprehensive job requirements and expectations for each role.

- Posted detailed job descriptions on prominent job portals such as Naukri and LinkedIn, attracting a wide pool of qualified candidates.

- Gathered post-interview feedback and formulated comprehensive compensation packages for successful candidates.

Dec 2020 - Jun 2021

Account Executive

Lin Scan Advanced Pipeline And Tank Services

- Organized and input financial data into the financial management system.

- Assisted in monthly reporting analysis to ensure accuracy of internal reports and reconcile production operations with general ledger.

- Worked collaboratively with internal teams to formulate account strategy.



Internship

8 Weeks

Sales

UAS International (A unit of United Accrual Services Pvt. Ltd.)

- Executed marketing activities to promote insurance products within the department.

- Generated regular reports to track sales performances and identify areas for improvement.

- Collaborated with the corporate fundraising team to support initiatives and achieve fundraising goals.

- Acquired in-depth knowledge about Punjab National Bank and Future Generali through dedicated training.