



AASTHA KAMPANI

PROFILE

I am a 21-year-old with a strong passion for embracing diverse environments and cultures. I consider myself a quick learner, always seeking out new experiences that fuel both my personal and professional growth.

CONTACT

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HOBBIES

Singing
Dancing
Writing
Sketching

EDUCATION

Mata Gujri Public School	High School
04.2018 - 06.2019	
04.2020 - 06.2021	Intermediate Humanities
Trinity institute of professional studies	BBA
2021 - 2024	

WORK EXPERIENCE

Acmegrade{Certification}
10.03.2023-10.05.2023

Simublade Technology Pvt Ltd{HR Intern}
31.07.2023- 30.11.2023

- Implement effective sourcing, screening and interviewing techniques.
- Engaging with employees on a regular basis to understand the motivation levels of people in the organisation.
- Conducting the first round of telephonic interview and providing the necessary inputs during the hiring process.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Resolving grievances or queries that any of the employees have.
- Facilitate communication and engagement among employees.
- Conduct employee surveys and analyze results to improve employee satisfaction and retention.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee on HRM Portal

Seligo consultants Pvt Ltd{HR Intern}

31.01.2024 - 28.02.2024

- Implementing efficient methods for sourcing, screening, and conducting interviews.
- Performing initial telephonic interviews and offering insights for the hiring process.
- Drafting various correspondence such as letters of intent, confirmation letters, appointment letter, offer letter, etc
- Addressing and resolving grievances or inquiries from employees.
- Promoting communication and fostering engagement among staff.
- Administering employee surveys and analyzing outcomes to enhance satisfaction and retention.
- Conducting background verifications for all candidates.
- Maintaining and consistently updating records and spreadsheets.

SKILLS

- Adaptable and adjustable personality
- Good learning ability
- Quick decision making
- Time Management
- Multitasking
- Teamwork
- Communication Skills
- Maintenance
- Organizational skills
- MS Office