



AYUSHI DAS

HR Recruiter

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24-07-1997

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ABOUT ME

A diligent and experienced HR recruiter with over 2.5 years of proven expertise in talent acquisition and recruitment processes. Seeking a challenging role where I can leverage my skills in candidate sourcing, screening, and relationship management to contribute effectively to the success of the organization while continuously enhancing my professional growth and development in the field of human resources.

EDUCATION

10th Class

CBSE Board
2015

12th Class

CBSE Board
2017

B.Com

Delhi University
2020

Master of Business Administration

Narsee Monjee Institute of Management Studies
2024

EXPERTISE

- Basic Computer knowledge,
- Microsoft Office
- Advanced Excel

WORK EXPERIENCE

Alchemy Techsol India Pvt Ltd | July 2022 - Present

Talent Acquisition (HP Account Handling)

IDC Technologies | Dec 2021 - June 2022

HR IT Recruiter

Future Links Consultancy | June 2021 - Nov 2021

Talent Acquisition Associate

Rainbow Advertising Agency | Aug 2020 - Jan 2021

Office Admin Cum Event Management

Roles & Responsibility

- Communicate with clients to get a clear view on their hiring needs.
- Research into client company.
- Define job description.
- Handled complete recruitment cycle. (Screening to joining)
- CV Screening through various sources such as job portals & consultant.
- Responsible for conducting telephonic interviews with the candidates.
- Performing references and background checks.
- Salary negotiation and joining.
- Uploading CV's on the client's portal.
- Line up the interview with the panel.
- Handling initial round of HR Interview in order to judge the candidates.
- Aligning interviews.
- Follow up with the candidate till joining.
- Responsible for various Job posting through Naukri portal.
- Responsible for Mass Mailing for urgent position.
- Uploading resumes & documents of selected candidates in HRMS portal to on-board the candidates.
- Uploading resumes in Ciephal (Job posting, clients, vendors, applicants & placements)
- Handling HPE (SAP Field glass) account for the New requirements, on boarding tasks, Work order Revision, Worker Activity, Interviews alignment, Timesheet & Field glass Documentation.
- Dealing with the client.
- Taking care of PO (New/Old)
- Creating drawer statement by taking the clients approval.
- Taking care of candidates BGV with the help of BGV vendor.

LANGUAGE

English : Proficient

Hindi : Proficient

Bengali : Proficient

DECLARATION

Every detail mentioned above is true to the best of my understanding and belief. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Noida
Ayushi Das