

# AYUSH JOHRI

Sr. HR EXECUTIVE

M - 9911215949

[ayushjohri98@gmail.com](mailto:ayushjohri98@gmail.com)

[LinkedIn](#)

## SUMMARY

Dependable HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

## EXPERIENCE

### **DIGIDARTS, Gurugram — Sr. HR Executive**

JANUARY 2024 - AUGUST 2024

- Worked in one of the best marketing agency where I helped the company to establish new aspects of HR.
- Manage all HR related tasks for 50+ employees for a Marketing Agency, including payroll processing, employee benefits program, documentation, interviewing, training and onboarding new recruits.
- Identified gaps in interview funnel, and recommended proactive changes that improved average time of hire.
- Worked with department heads to understand their talent needs, assisted in use of objectives and performance reviews as coaching tools for individual department.
- Gathered feedback after final interviews, and created comprehensive compensation packages for prospective hire.

### **FLIFO TECHNOLOGIES, Gurugram — HR Executive**

NOVEMBER 2022 - JANUARY 2024

- Worked in a startup where we started our company from scratch and helped the company to establish in the market which included various roles.
- Manage all HR related tasks for a 20+ employee for an IT firm, including payroll processing, employee benefits program, documentation, interviewing, training and onboarding new recruits.
- Coordinate with various departments to update and automate several onboarding tasks, streamlining new hire processes and increasing new employee satisfaction and reducing recruitment costs.
- Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying the workplace.
- Worked collaboratively with management to promote a climate conducive to attracting and retaining personnel.

## SKILLS

- Employment Recruitment and Retention
- Training & Development
- HRIS Tools - **QUIKCHEX**
- Employment Engagement.
- Payroll Management
- Change Management.
- Ms Excel, Word, Powerpoint Presentation.
- Employee Onboarding, Inductions
- HR Policies

## STRENGTHS

- Conflict Resolution and Strategic Problem Solver
- Discretion
- Communication and Interpersonal Skills
- Compliance Management
- Adaptable Multitasker

## EDUCATION

### **Narsee Monjee Institute of Management, Mumbai — MBA**

July 2021 - August 2023

### **Sirifort Institute of Management Studies, Delhi — BBA**

August 2018 - June 2021

### **Happy Home Public School, Delhi — Senior Secondary School**

April 2017 - March 2018

## **Mark Makers Consultancy, Delhi — *HR Recruiter***

JUNE 2021 - NOVEMBER 2022

- Successfully recruited for more than 22+ clients for various roles in the BPO sector.
- Experienced in conducting background checks, verifying references, and interviewing prospective candidates.
- Skilled in using applicant tracking systems, conducting phone screens, and evaluating resumes.
- Successfully managed and maintained recruitment pipelines ensuring a high quality candidate experience.
- Experienced in creating job descriptions, posting job ads and utilizing social media to reach out to potential candidates.