

# AYUSH MISHRA

HUMAN RESOURCES

## CONTACT

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## SUMMARY

I'm passionate about the people of organization. Employees are the engine of businesses and it's vital that they create cultures in which they can thrive. As a human resources professional, I know how important my role is in regardsto business success.

## SKILLS

- Sourcing
- Screening
- Onboarding
- Negotiation
- Team Handling
- Maintaining Employee Records

## WORKING EXPERIENCE

### SENIOR EXECUTIVE HUMAN RESOURCES

**I Energizer Limited | OCT 2021- Aug 2024**

- Candidate attraction
- CV searching
- Interview preparation
- Obtaining referrals
- Following up on leads and regeneration of candidates on an extensivedatabase.
- Screening and qualifying candidates to ascertain suitability to the client's requirements
- Obtaining references on candidates.
- Maintaining the applicant trackingsystem/ database.
- Writing job adverts and screening applicants to develop a shortlist of potential candidates .
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- Delivery of batches and visit over the training rooms .
- Onboarding : Taking for care for the documentation of the new joiners.
- Team handling of 4 members , Making performance reports.
- Delivery of batches and visit over the training rooms .

### TALENT ACQUISITION SPECIALIST

**TaskUs - Gurgaon Aug 2024 - 10 Oct 2024**

- Review Meeting : We need to give the team review of there performance , and Need to justify my team Efforts on the live projects , and let them about the requirement of the manpower .
- Batch delivery - Need to delivery the batch on time .
- Team Management: - Lead, mentor, and develop a team of talent acquisition specialists, providing guidance and support in their recruitment efforts.
- Performance Metrics: Monitor and analyze hiring metrics, providing insights and recommendations for continuous improvement.
- Sourcing and Recruitment: Participate in sourcing and recruiting for key positions, especially those that are challenging to fill.
- Employer Branding: Enhance the company's employer brand to attract top talent, leveraging social media and other platforms.
- Training and Development: Conduct training sessions for team members on best practices in recruitment and interviewing techniques.

## EDUCATION

### NARSEE MONJEEINSTITUTE OF MANAGEMENT STUDIES

MBA  
2022-2025

### BABU BANARSI DAS UNIVERSITY, LUCKNOW

BBA  
2018-2021