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EDUCATION

➔ MASTER OF BUSINESS ADMINISTRATION (MBA)

BSSS Institute of Advanced Studies (2023), Bhopal

➔ Bachelors in Commerce (B.COM Honors)

The Bhopal School of Social Sciences (2018-2021)

➔ Higher Secondary

St. Raphael Coed School Bhopal (2018)

MANAGERIAL SKILLS

Delegation

Problem-Solving

Organization

Team leading

Communication

Recruitment

HR Delivery

Strategy

Adaptable & flexible

TECHNICAL SKILLS

MS-Excel (Basic)

MS- Word

MS-Powerpoint

LANGUAGES

ENGLISH



HINDI



INTERESTS

Reading, writing, speaking, singing

MAYURI MAHESHWARI

I accomplished HR professional with a proven track record of success in developing and implementing effective human resources strategies to drive organizational growth and improve employee engagement. I possess strong leadership skills and excel in talent acquisition, onboarding, training, and performance management. My ability to collaborate with stakeholders at all levels of the organization has enabled me to build strong relationships and achieve business objectives. With a keen eye for detail and a passion for delivering results, I am committed to creating a positive and productive work environment that fosters employee satisfaction and drives business success.

WORK EXPERIENCE

Talent Acquisition Associate, Planetspark

Gurugram, Haryana, India MAR 2023 - PRESENT

- Creating job postings and advertising open positions on job boards, social media, and other platforms
- Sourcing candidates through various channels, such as LinkedIn, Internshala, Naukri, Indeed, Apna app, Work India, and Hireto to effectively source candidates and outsource recruitment job boards, employee referrals, and networking events Screening resumes and applications to identify qualified candidates.
- Conducting phone and in-person interviews to assess a candidate's qualifications, experience, and fit with the company culture Coordinating interview schedules with hiring managers and other team members Checking references and conducting background checks on selected candidates Making job offers and negotiating salary and benefits packages Updating and maintaining applicant tracking systems and candidate databases Keeping up-to-date with recruiting trends and best practices.
- Coordinated end-to-end recruitment processes for campus placement drives, including scheduling interviews, conducting aptitude tests, and finalizing offers Developed plans with the manager to enhance the recruitment process, including taking training sessions for interns to improve recruitment processes and maintain consistent recruitment standards. Conducted personal interviews, arranged campaigns, and managed team performance data to attract and retain top talent.
- Ability to perform under pressure
- works on designing, developing, and implementing HR Delivery Strategy to support the end-to-end employee experience across the lifecycle.
- work on HR Operations Processes like recruitment, WFA, Benefits, Exit, Payroll, LOA.

HR Associate LERNX(EDU-TECH) (December 2021- May 2022)

- Assisted in sourcing and attracting qualified candidates through various channels, including job boards, social media, networking events, and university partnerships.
- Screen resumes and applications to identify potential candidates that meet the required EDUCATION qualifications and criteria. Coordinate and schedule interviews with candidates and hiring managers, ensuring a seamless and positive experience for all parties involved.
- Participate in interview panels and provide feedback to help evaluate candidates' suitability for specific roles.
- Assisted with drafting job descriptions, job postings, and other recruitment-related materials to attract top talent. Maintain accurate and up-to-date records in the applicant tracking system (ATS) and other HR databases. Support HR team with various administrative tasks and projects as needed.

INTERNSHIPS

▣ HDFC Bank May 2022 – July 2022 (BHOPAL)

▣ Capital Management Trainee

Roles and Responsibilities:

- Creating or updating financial models to forecast cash flow, liquidity needs, and working capital requirements under different scenarios.
- Assisting in managing accounts receivable by monitoring customer payments, following up on overdue invoices, and reconciling accounts. analyzing demand patterns, monitoring stock levels, and identifying opportunities to optimize inventory turnover.
- Conducted research on industry best practices, market trends, and regulatory changes that may impact working capital management strategies.

▣ SIDALCEAS EdTech December 2022 – February 2023 (BHOPAL)

▣ HR Management Trainee

Roles and Responsibilities:

- Assisting with job postings on job boards and company career websites.
- Reviewing resumes and conducting initial screenings of candidates.
- Scheduling interviews and coordinating communication with applicants.
- Participating in interviews and assessment processes. Interviewed 250+ Candidates and shortlisted them for Internship.

▣ LET US DO IT FOR YOU (LUDIFU) (05/2021 - 07/2021)

▣ HR Intern

Achievements

- **Top Performer of the Month**
(Planetspark)
- **Hire Best Talent Award**
(Planetspark)

ADDITIONAL QUALIFICATIONS

- **Certificate Course in Event Management 2018,**
The Bhopal School of Social Science
- **Certificate Course in Fundamentals of Digital Marketing, 2022**
Google
- **Certificate Course in Change Management and Sustainability Development, 2023**
BSSS Institute of Advanced Studies
- **Certificate Course in Project Formulation, 2023**
BSSS Institute of Advanced Studies