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## Education

### MBA:

Human Resources Management

**KIIT Deemed To Be University**

Bhubaneswar

07/2020 - 05/2022

GPA: 8.67

## Certifications

- **HR Payroll Specialist** Course From Henry Harvin Education Academy (05/2024)
- **HR Analytics** Certification from Udemy (08/2021)
- **Strategic Human Resource Management** Certification from Udemy (01/2021)
- **Soft Skills** Certification from My Captain (09/2020)

## Skills

- Proficient in **Microsoft Office Suite, Google Suite, Applicant Tracking System, Survey Tools, and HubSpot**
- **End-to-End Recruitment Management & Talent Acquisition**
- **HR Operations**
- **Human Resource Business Partnering**
- Proficiency in **HRMS and HRIS**
- **Campus Recruitment and Vendor Management**
- **On-boarding and off-boarding**
- **Employee Relations and Talent Management**
- Good **interpersonal, communication** skills
- **Type-A personality** with

# AYUSHI BISWAS

## Summary

Persuasive Talent Acquisition Specialist with **3 years** of experience in full-cycle recruiting and building strong candidate pipelines. Skilled in sourcing diverse talent through platforms, networking, and data-driven strategies. Collaborating with hiring managers to deliver tailored solutions, while enhancing candidate experience and fostering inclusive hiring practices. Proven ability to align talent acquisition with organizational goals.

## Experience

### LYBL Health care Technologies Pvt. Ltd. - Talent Acquisition Specialist

10/2022 - Current

Remote, India

- Managed full-cycle recruitment processes, from initial sourcing to offer negotiation.
- Acquired talents and hire junior, mid-senior, and senior-level experienced candidates to build top management and hierarchy for the organization.
- Managed 70% of Tech and 30% of Non-Tech recruitment process.
- Developed and maintained relationships with hiring managers to ensure recruitment needs were met.
- Established partnerships with colleges and recruitment vendors to build a pipeline of qualified talent.
- Coordinated on-boarding activities for new hires, such as orientation sessions and benefits enrollment.
- Provided support in developing Learning & Development materials and conducting training for employees.
- Developed employee relationship to ensure their well-being and engagement levels are upheld at a high level.
- Collaborated in the development of performance management systems and annual reviews.
- Organized orientation programs for new employees to introduce them to the organization's culture.
- Facilitated smooth transition of exiting employees by collecting feedback about their experience at the company.
- Assisted in the development and implementation of internal HR policies and procedures to ensure compliance with employment laws.

### Signify Innovations India (Phillips Lighting) - Sales Trainee

06/2022 - 09/2022

Kolkata, India

- Built positive relationships with customers and clients and worked to aid sales achievement and ensured timely action on pending market needs and channel partner issues.

Abstract thinking & a **Quick Learner**

- Proficient in Conflict Resolution and **Problem-Solving skills**

## Research Publication

**To study the Impact of Technology on Recruitment and Selection Process** and the factors affecting it to transform the traditional method of Recruitment and how it made the recruiter's and applicant's life easy.

**Published in-** International Journal of Scientific Research in Engineering and Management (IJSREM) Vol-5, Issue 08 August 2021

- Worked on market mapping, potential assessment and supported sales staff on client pitches, observing and implementing positive closing techniques.
- Performed regular market research, analyzing market trends, threats and actions needed to stay competitive and promoted special offers and loyalty programme with up-selling skills.

### **Ifortis Worldwide - Human Resources Intern**

*08/2021 - 09/2021*

*Bhubaneswar, India*

- Orchestrated the recruitment lifecycle by comprehensive ATS, facilitated the scheduling of 40+ interviews monthly, increasing the hiring efficiency of the HR team by 25%.
- Prepared employment records using human resources management system software.

### **Insplore Consultants Pvt. Ltd - Human Resource Intern- SIP**

*05/2021 - 07/2021*

*Gurgaon, India*

- Project Title- To Study the Impact of Employee Engagement at Insplore Consultants Pvt. Ltd.
- Helped in designing the strategies to increase Employees Engagement in the company.