

AYUSHI SAXENA

Talent Acquisition

Delhi NCR

aashisaxena19@gmail.com

+91 7983652350

ABOUT ME

MBA in HR, looking forward to working with a highly professional organization leveraging my abilities and knowledge in recruitment, payroll and compensation and benefits for both professional and individual growth that would help foster my managerial skills.

EXPERIENCE

Institute of Occupational Training Services (IOTS)

Management Trainee

Sep 2024 to Nov 2024

- Posting job ads
- Screening resumes
- Scheduling interviews
- Assisting with onboarding new hires

SKILLS

- Creativity
- Team Work
- Active Listener
- Problem Solver
- Flexibility

EDUCATION

- Master of Business Administration, GLA University June 2022
- Bachelor of Commerce, MJP Rohilkhand University May 2019

PROFESSIONAL SKILLS

- Diploma in Computer Management
- Coursera – Prepare for Managing Human Resources
- NPTEL – Entrepreneurship Essential

EXTRA/CO CURRICULAR ACTIVITIES

- Attended webinar on BADA Business
- Attended webinar on campus to corporate
- Took part in speech/ debate
- Attended webinar on profile on point