

AISHWARYA

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Career Objective :

HR professional with 3 years of experience in Talent Acquisition, HR Operations, and Employee Engagement across IT, Non-IT, and Digital Marketing industries. Skilled in end-to-end recruitment, onboarding, HR policy development, payroll coordination, and employee lifecycle management. Proven ability to streamline HR processes, enhance workplace culture, and support business growth through strategic HR practices.

Professional Experience :

Senior Human Resource

@Scaleacres March-2025 – Present

- Managing end-to-end recruitment for IT, Non-IT, and digital marketing roles including sourcing, screening, interviewing, and onboarding.
- Conducting employee onboarding and induction programs to ensure smooth integration of new hires.
- Developing and formalizing HR policies including hiring, exit management, and appraisal processes.
- Coordinating payroll preparation, salary sheets, attendance tracking.
- Maintaining employee documentation and HR records aligned with company compliance standards.
- Supporting employee engagement initiatives and maintaining a positive workplace culture.

Placement Head

@Finsckool August-2025 – Present

- Led end-to-end placement operations, ensuring successful student career outcomes across programs (Finance like Investment Banking, equity research).
- Built and maintained relationships with top recruiters and hiring partners to create placement opportunities.
- Mentored and guided students on career planning, resume building and linkedin optimisation..
- Managed placement data, tracked student progress, and analyzed outcomes to optimize performance.
- Collaborated with academic and training teams to align curriculum with industry requirements
- Negotiated job offers and ensured smooth onboarding processes for placed candidates..

Human Resources Assistant Manager/ Admin

@TRYNOCODE Limited Aug-2023 – Nov 2024

- Managed complete recruitment lifecycle including job postings, sourcing, screening, interviews, and onboarding.
- Maintained employee records, HR documentation, and HR process compliance.
- Conducted induction sessions and employee training programs for new hires.
- Identified employee training needs and coordinated skill development initiatives.
- Handled attendance management, payroll coordination, and HR administrative operations.
- Ensured company branding alignment on employees' LinkedIn profiles.

Human Resources executive

@Design Schole Aug-2022 – Jan 2023

- Managing the recruitment and the selection processes
- Bridge the relations between management and employee by addressing the demands, grievances,

and other issues

- Developing and implementing HR strategies and initiatives as per the business strategies
- Apply and monitor the training programs
- Report to the management and provide decision support through HR metrics

CORE HR SKILLS

- Talent Acquisition
- Employee Engagement
- Payroll Coordination
- HR Operations
- HR Policy Implementation
- Performance Management
- Onboarding & Exit Process

Technical Skills

- LinkedIn Recruiter
- Naukri Hiring Portal
- Indeed Hiring Platform
- Microsoft Excel (HR Data & Payroll)
- Microsoft Office Suite
- Google Workspace

Education :

Maharshi Dayanand University (Ganga Institute of Technology and Management)

- **Master of Business Administration**
- **CGPA- 7.84** **2022-2024**

Delhi University (Janki Devi Memorial College)

- **Bachelor of Arts (BA Programme)**
- **CGPA- 7.39** **2019-2022**

Divine Happy Sr. Sec School

- **Senior School Certificate Examination (CBSE) 12TH**
- **CGPA-81.31** **Year/2019**

Divine Happy Sr. Sec School

- **Secondary School Certificate Examination (CBSE) 10TH**
- **CGPA- 6.6** **Year/2017**

Personal Profile

- Father's Name - Ashok Kumar
- Date of Birth - 26/06/2000
- Gender - Female
- Marital Status - Unmarried
- Nationality - Indian

Declaration :

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

(AISHWARYA)

