

ayushipandey337@gmail.com

AYUSHI PANDEY

MANAGEMENT TRAINEE



OBJECTIVE

Results-driven person with a specialization in HR and Finance seeking an entry-level position that allows me to apply my strong analytical skills, strategic thinking, and passion for fostering a productive work environment.

EDUCATION

Bachelor of Business Administration (BBA) from Shambhunath Group Of Institution, Prayagraj, Up
2021 - 2024

Relevant Courses:

Financial Management, Human Resource Management, Business Ethics, Investment Analysis, Business policy, Business communication, Company law

EXPERIENCE

1. HR Intern

Hindalco Industries Ltd., Renukoot, U.P

July 2023 - August 2023

- Assisted HRBP team in preparing Organization Structure chart.
- Participated in employee onboarding, orientation sessions, and training programs.
- Contributed to the development of HR policies and procedures.
- Maintained employee records and updated HR databases.

2. Successfully undertook a Coursera HRM course, enhancing skills in Human Resource Management.
August 2023 - September 2023

- Gained valuable insights applicable to real-world scenarios contributing to a well-rounded skillset.

CONTACT

Mobile no. -9120616177

Date of Birth: Sept 18, 2003

Address: I-926, Hindalco
Colony, Renukoot,
Sonebhadra, U.P 231217

LANGUAGES

English ●●●●

Hindi ●●●●

SKILL

Problem-Solving

Attention to Detail

Logical Thinking

Time Management

Communication Skills

Adaptability

Firefighter

Collaboration

Continuous Learning

Analytical Mindset

Proficient in Microsoft Excel,
PowerPoint.