

Aishwarya Dey

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DOB: 28th December 1994

Objective: I am a person with strong commitment to work and have ability to prioritize and manage time effectively as well as have problem solving skills. I want to work in an organization where I can learn new experiences. even want to work under their expertise and be a part of organizational success

PROFESSIONAL WORK EXPERIENCE

CISO Cybersecurity Business Operations & HR(Aug'21-Present)

- Oversee daily operations of the HR department.
- Meet recruitment metrics through effective sourcing, screening and interview techniques.
- Induct and onboard all new recruits and ensure seamless assimilation in their work environment.
- Asses training needs and coordinate learning and development initiatives for the new recruits.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirements of employees in consultation with the management.
- Assist in HR processes such as posting and processing job notifications to acquire talent, onboard talent and make employment offers, handle people administrative issues related to attendance leave salary processing, asset allocation, and record keeping.
- Support and assist in drafting Business Development proposals in timely manner.
- Undertake the follow up actions that needed for timely raising of invoices and processing for payment receipts.
- Work closely with the Company's accountant and execute financial reports and accounting related processes and practices. This also involves handling monetary transactions, accounting, and bank processes.
- Familiarize with customer query help desk operations.

Uniqlo– Uniqlo Manager Candidate (Aug'19 to Dec'20)

- Actively involved in handling the store operations. Handling and managing a team of around 25 staff.
- Making management decisions, performing all management duties and day to day store operations.
- Assigning staff to specific duties best suited to meet the needs of the store and staff, enhancing personal growth of staff.
- Engaged in performance management of store personnel- evaluating staff performance, delivering timely feedback and administering performance evaluation.
- Tracking performance data (top selling items of the store, division wise performance daily, weekly and monthly sales and making necessary adjustments to drive productivity and efficiency.
- Handling customer complaints and resolving customer queries.

Achievements:

- Awarded for the best customer service for the year 2019
- Awarded as best helping hand for the year 2020
- Groomed around 20 employees and helped them understand their responsibilities towards the work they are assigned.
- Implemented new procedures and helped to recreate the store along with other employees.

Windows magic-Management trainee (Feb'19 to July'19)

- Coordinating with the technical group, production and sales.
- Establishing new Customers, Architects, Contractors and developers for the company
- Obtaining orders from them.
- Attending the queries of the customers.
- Maintaining the daily work schedule and Coordinating with the technical group, production and sales.

Achievements:

- Achieved monthly targeted sales goal.
- Was a distinguished performer for the company

Projects/Trainings Undertaken

Project: Colgate (Aug 11 – Aug 15, 2018))

- To find out the attitudes of the consumer towards Colgate Products
- To know the types of consumers and their demographic characteristics for this product

Achievement:

- Was awarded as best star performer

Lemon Tree Premier- HR Intern (1 May - 30 Jun 18)

Recruitment

- Coordinated with the Joining Process of new joiners
- Bulk hiring done for front office, f&b services, service associate.
- Maintained database of employee's details.
- Maintained Attendance record of the employees.
- Organized various Employee Engagement Activities.

KGS Advisors – Intern (16 Nov – 16 Dec 17)

- Designed digital marketing template for various schemes launched by the Central Government.
- Published marketing events in social media.
- Prepared inviting mails for marketing events and handling participants call.

Co-Curricular/Extra Curricular Activities

- Participated in college Cultural Fest Spandan (Group Dance)'2018.
- Participated in college sports Fest Spardha (Badminton Singles & Doubles)'2018.
- Recipient of Diploma in Vocal Music Classical from Bharati Kala Kendra Lucknow, UP(2006).
- Recipient of Sangeet Bhushan from Pracheen Kala Kendra, Chandigarh (2002).
- Participated in the organizing team for Smart India Hackathon.
- Coordinated for the Annual College Fests & Annual sports events.
- Creative Head of Consumer Club Society (2014-15).

Achievements

- Runner up in sub-junior volleyball (district south zone) (2008-2009)
- Participated in organizing team of Smart India Hackathon.

EDUCATION

MBA – Human Resource Management & Marketing – 2017-19
New Delhi Institute of Management

BA (Hons.) – 2015-17
Shaheed Bhagat Singh College, University of Delhi

Intermediate (commerce):C.B.S.E – 2012-13
Apeejay School, Sheikh Sarai, Delhi