

AYUSHI SHRIVASTAVA

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SUMMARY

Human Resources professional with experience in onboarding, employee engagement, and HR operations. Skilled in data management, reporting, and creating employee development resources using Excel and GSuite. Holds an MBA with a focus on HR and Data Analytics.

EDUCATION

MBA in Human Resource and Data Analytics Graduated 2024
DAVV
Prestige Institute of Management & Research, Indore, MP

B.ED in English and Social Science Graduated 2022
BU
Dr Shankar dayal Sharma Smriti Mahavidyalaya, Bhopal, MP

BA Graduated 2020
BU
Sarojini Naidu Government Girls College, Bhopal, MP

TECHNICAL SKILLS

HR Operations: Recruitment, Payroll, Workforce Planning, HR Policy Development, Employee Development, Onboarding Coordination, Learning Management Systems, Employee Engagement, Data Reporting.

Data Analysis and Visualization: MS Excel

Database Management and Querying: SQL

Spreadsheet Management and Data Handling: MS Excel, GSuite

Other: Problem Solving, Communication

PROFESSIONAL EXPERIENCE

Lakshya Consultancy Inc. Bhopal, M.P October 2024 – April 2025
Junior Recruitment Specialist

- Coordinated recruitment and assisted in onboarding processes, ensuring smooth transitions for new hires.
- Maintained candidate and employee data; prepared recruitment and HR analytics reports using Excel.
- Partnered with hiring managers to align recruitment strategies with workforce requirements.

Bansal Tech Professionals Pvt. Ltd. Bhopal, M.P June 2023 – July 2023
HR Intern

- Assisted in planning and delivering employee engagement and orientation sessions.
- Supported HR team with training initiatives and maintaining learning resources.
- Updated HR records, ensuring accuracy and compliance for reporting and audits.

PROJECTS

Vrinda Store Data Analysis ([Link](#))

- Needed to create an annual sales report for 2022. So that, client can understand their customers and grow more sales in 2023.
- Developed interactive MS Excel dashboard to track sales, identify key factors and visualize trends.
- Provided actionable insights that led to target women customers of age group (30-49 yrs) living in top 3 cities by showing ads/offers available on Amazon, Flipkart and Myntra.

CMM Bank Churn Analysis ([Link](#))

- Analyzed customer churn problem for CMM Bank to identify attrition risk and understand customer behavior.
- Gathered, cleaned, and modeled data from multiple sources, designed interactive dashboards with three key reports: Churn Analysis, At-Risk Customers, and Demographics and Product Insights.
- Built DAX-driven KPIs including churn percentage, retained customers, total customers, and at-risk customers.
- Delivered insights that identified 20 % churn-prone customers and highlighted top churn drivers, enabling management to take data-driven retention actions.

ACHIEVEMENTS

- Human Resources Foundations issued by LinkedIn Learning.
- Human Resources: Payroll issued by LinkedIn Learning.