



Flat No.201, Aniket CHS, Neelkanth Nagar, Opp. Ganesh Nagar,
Charkop, Kandivali (West) Mumbai- 400067
Email Address: 57Aastha@mkesimsr.ac.in / Phone Number: 8452916942
LinkedIn Profile: [Aastha Tiwari | LinkedIn](#)

Career Objective: To leverage my academic foundation in human resource management and practical experience in talent acquisition, employee engagement, and organizational development, I aim to contribute effectively to a dynamic HR team. With a strong background in leadership, event coordination, and problem-solving, I aim to foster a collaborative work environment, drive employee satisfaction, and support organizational success.

Education:

Post Graduate Diploma in Management (2024-26) - Pursuing
MKES Institute of Management Studies & Research
Specialization: HR
AICTE Approved 2-year Full Time programme

Bachelor's Of Management Studies (HR) - CGPA: 9.08 CGPA
Ghanshyamdas Saraf College, Mumbai (April 2023)

- Relevant Coursework: Recruitment & Selection, HRM, Operational Research, Organizational Behaviour.

Higher Secondary Education (12th) - Percentage: 78.62%
Durgadevi Saraf Junior College, Mumbai (February 2020)

Secondary School Education (10th) - Percentage: 73.80%
Holy Infant High School, Mumbai (May 2018)

Skills:

- **Technical Skills:** MS Office, Tally.
- **Soft Skills:** Communication Skills, Quick Learner, Time Management, Problem Solving.
- **Languages:** English, Hindi.
- **Hobbies:** Skating, Playing Volleyball, Traveling

Internship Project:

ACNX Business Services
May 2025 – June 2025

Designation: HR Executive (Recruitment & Payroll)

- Managed end-to-end recruitment: sourcing, screening, interviewing, and timely vacancy closures.
- Collaborated with hiring managers for JD alignment, interview coordination, and candidate briefing.
- Maintained an accurate candidate database, recruitment reports, and Excel trackers.
- Conducted cold calling, headhunting, and leveraged job portals/references for sourcing.
- Handled offer rollouts, salary structure preparation, and employee onboarding via GreytHR.
- Processed payroll, leave/LOP adjustments, ESIC/Mediclaim, and employee confirmations.
- Managed full & final settlements, reimbursements, and relieving formalities.
- Ensured compliance documentation and provided timely communication to candidates & management.

Work Experience:

Right Match HR Services Pvt. Ltd
July 2023 – May 2024

Designation: Consultant - Talent Sourcing & Acquisition

Job Description:

- Sourced candidates through job boards, platforms, and networks, matching qualifications.
- Coordinated recruitment by scheduling interviews, managing assessments, and maintaining ATS records.
- Conducted initial screenings to evaluate skills and cultural fit, providing feedback for hiring decisions.
- Helped draft job descriptions and managed recruitment documents efficiently.

Academic Project:**Shroff Foundation Trust (SHARE Project)**

24th Nov 2024 to 7th Dec 2024

Topic: Analysing Engagement Barriers: Retention Strategies for Success of SFT

Description: Analysed employee engagement, training, and retention gaps to develop actionable strategies for improved HR practices. Proposed recognition programs, structured onboarding, and professional development initiatives to enhance workforce satisfaction and retention.

Black Book: Impact Of Rotating Shift on Employees

A.Y. 2022 – 2023

Description: This project explores the impact of rotating shifts on employees, focusing on physical, mental, and social effects. It highlights HR's role in addressing these challenges through policies and support strategies and proposes solutions to enhance employee well-being and productivity.

Outcome: This project enhances understanding of workplace challenges with rotating shifts, HR strategies for employee welfare, and develops problem-solving skills for future roles in HR or organizational management.

Achievements:

- Completed Certification in MS Office Basics Applications
- Completed Certification in Tally with GST
- Completed Certification in Advanced Excel

Extracurricular Activities:

- Volunteered in the Cultural Association of Durgadevi Saraf Junior College, actively organizing cultural events.
- Assisted as the Contingent Leader of the College Cultural Association during the second year of the bachelor's degree.
- Held the position of Cultural Secretary in the third year, leading and managing college cultural activities.
- Functioned as Head of the Admin Registration Department for BMS inter/intra-college activities