

Roshni Jaiswal

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Objective

To leverage my academic knowledge and corporate HR experience to guide and mentor students in developing professional, managerial, and interpersonal skills. Passionate about contributing to academic excellence and fostering a positive learning environment.

Experience

GUEST FACULTY-HRM| SWAMI VIVEKANAND COLLEGE | PRESENT

- Conducted undergraduate and postgraduate lectures in subjects such as Human Resource Management, Organizational Behavior, and Training & Development.
- Designed and delivered classroom sessions using case studies, group discussions, and presentations
- Assisted in preparing question papers, evaluating answer scripts, and maintaining academic records
- Guided students on career development, interview preparation, and resume building.
- Collaborated with faculty members to update HR curriculum aligned with industry trends

SENIOR EXECUTIVE – HR OPERATIONS | STARTEK AEGIS | 2 YEARS 7 MONTHS

- Responsible for content research, training outline creation, development of training evaluation measures, training materials development.
- Conducted induction and orientation sessions for new employees, focusing on company culture, communication, and workplace behavior.
- Designed and delivered soft skills and professional etiquette training sessions for employees and interns.
- Assisted in employee development programs, improving teamwork, leadership, and communication skills.
- Acted as a mentor for new joiners, providing guidance and support during the onboarding process.
- Handled interviews and recruitment drives, evaluating candidates' communication and interpersonal abilities.

BUSINESS DEVELOPMENT ASSOCIATE (ACADEMIC COUNSELOR) | BYJU'S | 6 MONTHS

- Conducted online academic sessions for students, ensuring concept clarity and interactive learning through Zoom.
- Explained course modules and learning plans to parents and students, strengthening their understanding of academic progress.
- Conducted regular assessments and mock tests to track student performance and provide feedback for improvement.
- Delivered engaging and student-focused presentations to promote effective learning outcomes.
- Maintained detailed reports of student performance, attendance, and feedback.
- Developed strong interpersonal, teaching, and communication skills through daily virtual interactions.

On Job Training

HR RECRUITER | AXON PLACEMENT SERVICES| 6 MONTHS

- Help the aspirant to solve the issues related to their career and job.
- Provide training to aspirants related to job interview or may be personal development.
- Sourcing of profiles as per requirement from Job Portals, Social Networking Sites, etc.
- Pre-screen the resume & qualify the candidates.
- Scheduling and coordination of interviews.

Education

MASTER OF BUSINESS ADMINISTRATION (MBA)|HUMAN RESOURCE AND FINANCE |2018-20|

Sant Hirdaram Institute of Management, Bhopal

BACHELOR OF COMMERCE (B.COM) | 2015-18 |

Swami Vivekanand College of Professional Studies, Sehore

Certifications

AI IN HR – KEKA ACADEMY (ONLINE CERTIFICATION)

- Gained understanding of how Artificial Intelligence is applied in modern HR practices and decision-making.

HR GENERALIST CERTIFICATION – KEKA ACADEMY

- Covered essential HR areas such as recruitment, training, and performance management.

Skills & Abilities

- Employee Engagement & Relations
- Academic Counseling & Career Guidance
- Communication and Presentation Skills
- Time Management and Multitasking
- Team Collaboration & Professional Ethics