

# ANSHIKA JAISWAL

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## PROFESSIONAL SUMMARY

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Driven and results-oriented HR professional with demonstrated experience in talent acquisition, team leadership, and organizational development. Proven track record of managing end-to-end recruitment, streamlining HR operations, and fostering collaborative work environments across multiple organizations. Recognized public speaker and delegate with multiple Best Delegate awards at national-level MUN conferences. Skilled at conflict resolution, strategic planning, and coordinating high-impact events. Seeking to leverage HR expertise and leadership abilities in a dynamic organizational setting.

## CORE COMPETENCIES

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Talent Acquisition | HR Operations | Recruitment Strategy | Conflict Resolution | Team Leadership | Stakeholder Engagement | Strategic Planning | Project Management | Data Analysis | Public Speaking | Event Coordination | Critical Thinking

## PROFESSIONAL EXPERIENCE

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### Junior Chief Advisor | [Inked Whispers](#)

January 2026 – Present

- Directed innovative creative initiatives aligned with organizational growth objectives and strategic vision
- Provided data-driven strategic support for senior decision-making, improving planning clarity and team direction
- Coordinated cross-functional team efforts to successfully execute events, ensuring full alignment with organizational goals

### Assistant Head of HR | [Akish Foundation](#)

February 2025 – Present

- Managed end-to-end recruitment, onboarding, and team management processes, enhancing operational effectiveness
- Streamlined internal HR coordination and workflows, significantly improving process efficiency across departments
- Resolved team concerns and workplace conflicts promptly, maintaining productivity and workflow continuity

### Head of HR Department | [Inked Whispers](#)

June 2025 – December 2025

- Directed full-cycle recruitment, onboarding, and team management for a growing creative organization
- Established structured internal communication channels, improving inter-departmental collaboration
- Mediated and resolved workplace conflicts, resulting in improved team engagement and morale

### Audition & Trainee Recruitment Team | [Voxis Co.](#)

September 2025 – December 2025

- Screened and evaluated candidates through structured auditions, ensuring alignment with organizational quality standards
- Maintained high selection benchmarks to guarantee candidate suitability, reducing post-hire attrition

## LEADERSHIP & MUN EXPERIENCE

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### MUN Leadership Roles | [Multiple Conferences](#)

January 2024 – Present

- Co-chaired committees ensuring structured, productive, and high-quality debate sessions at multiple conferences
- Served as General Secretary and Under-Secretary-General, overseeing full-scale event operations and coordination
- Participated as a delegate in research, debate, and resolution drafting across multiple MUN conferences

- Served on organizing committees, facilitating flawless execution of large-scale Model United Nations events
- Acted as Campus Ambassador, driving outreach and increasing conference participation significantly
- Competed at Spark MUN and MUN CONFEN 1.0 & 2.0, earning Best Delegate recognition at both

## EDUCATION

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### High School (Secondary Education) | Seth M.R. Jaipuria School

*Expected April 2028*

- Consistently ranked among top 3 academic performers in class throughout academic career
- Held leadership positions including Class Monitor (Grade 1–9) and School Council Member
- Actively participated in academic competitions, co-curricular activities, and community initiatives
- Conducted Personality Development Classes for peers, demonstrating initiative and communication skills

## KEY ACCOMPLISHMENTS & AWARDS

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- Best Delegate – Spark MUN
- Best Delegate – MUN CONFEN 1.0 & 2.0
- High Commendation – JMUN 2024
- Multiple Leadership Awards – School Level
- School Council Member (Class 8, Previous School)
- Class Monitor from Grade 1 to Grade 9 – sustained leadership recognition
- Consistently ranked in the top 3 academically throughout school career

## LANGUAGES

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English (Fluent)   Hindi (Fluent)