






# Nayan Gupta

## TALENT ACQUISITION EXECUTIVE

### ABOUT ME

My expertise lies in managing talent acquisition, employee relations, performance management, and organizational development. I am always looking for ways to enhance HR practices and align them with organizational goals.

### CONTACT

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### SKILLS

- ATS
- Recruitment
- Candidate Sourcing
- Talent management
- Relationship Building
- Pre-Employment Screening


### CERTIFICATIONS

- Fundamentals of Digital Marketing by Google digital unlocked
- Design thinking by Atyaasaa Online
- Managing Employee performance by Coursera
- Career Edge by TCS iON
- Advance Excel

### EDUCATION

-  **Post-Graduation Diploma in Management (HR and Marketing)** **2019-2021**  
Institute Of Management Development and Research  
Pune, Maharashtra
-  **Bachelors of Commerce** **2015-2018**  
Goverment Commerce College  
Kota, Rajasthan

### EXPERIENCE

-  **Recruiter**  
**Trikon Telesoft Solutions Pvt Ltd** **Jan 2023-Present**
  - Managing end-to-end recruitment (IT and Non IT)
  - Source candidates through online channels (Naukri, Indeed, LinkedIn, Hirect etc)
  - Evaluate candidates based on their interview and assignment performance
  - Update job descriptions (e.g. add tasks or modify requirements)
  - Advertise job openings on careers pages, job boards and social networks
  - Salary negotiation with shortlisted candidates and realizing the offer letters and appointment letters
  - Conduct background checks and reference checks on selected candidates
  - Help new hires on-board
  - Handling the orientation of new employees
  - Good Knowledge of PF, ESI and other government compliances and payroll
  - Track and report key metrics designed to measure and predict staffing activity.

## LANGUAGES

- English
- Hindi



Whitehat Jr

Oct 2021-Dec 2022

### Talent Acquisition Executive

- Sourcing, Screening and Short listing resumes
- Worked on bulk hiring process
- Familiar with Naukri, Times jobs, LinkedIn usage and other free portals
- Use various methods to recruit and network with potential candidates including social media platforms, job postings and referrals
- Coordinate with hiring managers to identify staffing needs  
Execute Campaigns on different platforms for recruitment process
- Responsible for telephonic round of Interviews
- Send recruiting emails and follow up with candidates  
Produced various HR reports via Excel and Google Sheets
- Worked on End-to-End Recruitment Process (IT and Non IT)
- Generating offer letters for selected candidates via Darwin Box tool
- Preparing & Managing candidates joining process