Ritika Gupta

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--Highlights--

* To  look after the training and placement activities of students.
* To  have  close  liaison  with  industry  for placement of students
* To work in  consultation with Coordinator Industry‐Institute  Interaction  for organizing lectures from the professionals from industry.
* To  collect  feedback  from  the  companies coming for placement.
* Arrange  Training  programmes  for  soft skills and for interview facing skills for the students  using  institutional  and  external expertise.
* To  organize  the  entrepreneurship workshops.
* Employee relations
* Employment law knowledge
* Performance management strategies
* Interviewing expertise
* Staffing and recruiting professional
* Off-boarding

--Experience—

**Ahmedabad University, AES Institute of Computer Studies**

Joined on 14th August, 2014 as Placement cum Program Officer

**IBS NOIDA – PLACEMENT OFFICER 2 Yrs. Exp**

**AIRRATH ACADEMY – ASSISTED IN PLACEMENT ACTIVITIES**

* Managed educational institution based placement services and activities.
* Conducted workshops and seminars regarding career preparation, interview skills and job search techniques.
* Oriented students on job readiness techniques, labor market and vocational information.
* Supported job seekers, especially students, to obtain job of their choice and skill.
* Interacted with various corporate human resource departments to understand current vacancies.
* Initiated and implemented internship for course students with the support of corporate.

**HR Team Lead – Generalist 2Yrs. Exp.**

**Travel Span Premier Magazine - Delhi**

* Designed the employee performance evaluation process and merit program.
* Advised top management on appropriate employee corrective actions.
* Created organizational flow charts and career path reports to evaluate employee compensation information.
* Addressed inquires from employees and management regarding new-hire activity and ongoing employee relation issues.
* Created and modified job descriptions within all departments.
* Worked with senior-level management to create fair and consistent HR policies and procedures.
* Worked with HR advisors and HR representatives on establishing consistent hiring practices.
* Guided clients on how to conduct background checks and verify references.
* Conducted employee exit interviews per year.
* Processed all salary changes stemming from merit increases, promotions, bonuses and pay adjustments.
* Manages the recruitment process for exempt and nonexempt employees and interns using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
* Assists with the establishment of an in-house employee training system that addresses company training needs including training needs assessment, new employee orientation or onboarding.

**HR Trainee – Payroll (internship) During MBA**

**Genpact – Delhi**

* Assists with the monitoring of the company wage and salary structure and the variable pay systems within the company including bonuses and raises.
* Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff.
* Provides payroll processing backup support. Partners with accounting and payroll to maintain the payroll data base.
* Assists with the development of Human Resources policies for the company with regard to employee relations.
* Partners with management to communicate Human Resources policies, procedures, programs and laws.

--Education--

**Completed MBA in HR from IBS- Hyd in 2010**

Graduated in Commerce from Delhi University, in 2007

Certified in Voice and Accent training and Global F& A

Scored Grade A in Management Research Project

Hands on experience on SAP R3 Module (HRIS)