

Yashika Gupta

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Summary — Dynamic HR professional with 4+ years of experience in IT Recruitment, onboarding, HR administration, and team management. Proven expertise in full-cycle recruitment, employee relations, and HR processes. Adept at talent acquisition, compliance, and fostering employee engagement for organizational growth..

Skills

Talent Acquisition
Statutory Compliance
Compliance (PF, ESI, TDS)
LinkedIn Recruitment Sourcing

Exit Formalities
US IT Recruitment (W2, C2C, 1099)
Onboarding Administration
Payroll processing

Experience

Rio Tinto

HR Analyst

August 2024 – December 2024

- Monitored and maintained employee lifecycle data, including promotions, role changes, and exits, to ensure up-to-date records
- Automated data entry for new hires, terminations, and transfers, improving database accuracy and efficiency
- Managed digital employee profiles and updated records to ensure data accuracy in SAP HCM.

brandbuzz venture pvt Ltd

Sr HR Executive

September 2023 – August 2024

- Conducted payroll audits to ensure accurate processing and compliance with regulatory requirements.
- Maintained statutory compliance for ESI, EPF, TDS, and managed the entire hire-to-retain process.
- Supported the development and administration of compensation structures and benefits plans.
- Analyzed and reported on payroll costs, overtime, and financial metrics to aid in budget planning.

Mawai Infotech

HR Executive

April 2023 – June 2024

- Understood job requirements and sourced, screened, and shortlisted candidates effectively.
- Managed job portals, employee referrals, and headhunting for targeted talent acquisition.
- Posted job descriptions on job portals and social networks to attract relevant candidates.
- Recruited for IT positions and open-source technologies, coordinating interview schedules.
- Conducted initial screenings and facilitated telephonic, virtual, and F2F interview rounds.
- Engaged with hiring managers in weekly or biweekly syncs to review pipeline progress and feedback

PLANETSPARK

HR Associate

August 2021 – Mar 2022

- Managed end-to-end recruitment for non-IT roles, from sourcing to offer negotiation and retention.
- Drafted offer letters, employment contracts, and job descriptions; completed onboarding formalities and documentation.
- Managed full-cycle recruitment, including sourcing candidates, conducting interviews, and negotiating offers
- Ensured accurate wage negotiation and compliance with US staffing standards (W2, C2C, 1099)

Education

Bachelor in Computer aided Management (BBA-CAM)

2018-2021

Minors: Computer, Human Resource, Business Management

INTERNSHIP

AdmitKard

Junior Process Expert

April 2021 - August 2021

APS Pvt Ltd

Sales and Marketing

June 2019 - July 2019

COURSES CERTIFICATIONS

SAP HR Certification

OCTOBER 2023

Microsoft Excel 2013 Advanced Online Excel Training Course

DECEMBER 2024