



## **AASTHA GUPTA**

### ***Talent Acquisition Specialist***

**Phone:** +91-8287274616

**Email:** g.aastha1095@gmail.com

**LinkedIn:** <http://www.linkedin.com/in/aastha-g>

### **SKILLS**

- Full lifecycle recruitment
- Boolean Searching
- Applicant Tracking System (ATS)
- Screening & Sourcing
- Hiring

### **EDUCATION**

**Guru Gobind Singh Indraprastha University (Santi Hari Das college) 2017 - 2019**

B. Ed in Social Sciences and English with 83.90% marks.  
Successfully Qualified CTET Paper1 and Paper2

**Symbiosis Centre for Distance Learning, 2016 - 2018** Post Graduate Diploma in Business Analytics [PGDBA(HR)] with majors in Human Resource with 60.24% marks.

**University of Delhi (Aditi Mahavidyalaya college), 2013**  
2016 B.com Hons in commerce with 66.90% marks.

### **WORK EXPERIENCE**

#### **VARITE, Recruiter (March 22-Feb 2023)**

- Sourcing candidates from various job portals including LinkedIn, Indeed, Monster, Naukri, etc.

- Screening, soft-calling, and shortlisting applicants. Sourcing website developers, Full-Stack Developers, Front End, Back End, Technical Program Manager, Java Architect, Material Planning Executive etc. for C2H and permanent positions.
- Maintaining Database in ATS(Ceipal).
- Scheduling the interviews.
- Client coordination.
- Preparing Plan of action.
- Posting jobs on various job portals
- **Clients:** Amazon, HCL, NTT Data, Ericsson, Johnson & Johnson, Wipro, Cognizant, UST etc.

#### **Corporate Stalwarts, Talent Acquisition Specialist (July 2021-Mar 22)**

- Sourcing candidates from various social media platforms and job portals including LinkedIn, Indeed, Naukri etc.
- Screening, soft-calling, and shortlisting applicants. Sourcing website developers, Full-Stack Developers, Front End, Technical Program Manager, Regional Sales Manager, BDM, Sales executive etc.
- Maintaining RMS reports and monthly MIS reports.
- Scheduling the interviews.
- Client handling and coordination.
- Preparing Plan of action.
- Posting jobs on various job portals.
- **Clients:** Signity Solutions, Baton Systems, Drish Infotech, Nidek Medical India, University Living etc.

#### **Corporate Stalwarts, Human Resource Trainee (Jan 2021- June 2021)**

- Handling complete recruitment cycle.
- Understanding the complete job descriptions for various roles.
- Sourcing candidates from various social media platforms and job portals including LinkedIn, Indeed, Naukri, etc.
- Shortlisting quality profiles sourced through various sources
- Initial screening of candidates through telephonic calls.
- Scheduling the interviews.
- Maintaining RMS reports and monthly MIS reports.

### **INTERNSHIP**

#### **Aashman Foundation, Human Resource (HR) Intern (July-20- December 2020)**

Internship, which involves conducting telephonic job interviews of upcoming young graduates for various profiles like HR, Digital marketing executive, SEO etc.

Certificate of Excellence for achieving highest number of interviews

**Sanatan Dharam Public School, Teacher** (Oct-19 to March-20)

A senior secondary teacher for English and Social Studies.

**RBM Public School Probationary Teacher** (Aug-18 to Dec-18)

A senior secondary teacher for English and Social Studies

### **Licenses & certifications**

#### **Gold Certificate of Internship**

Issued by Aashman Foundation · Dec 2020

Associated with aashman foundation

Gold Certificate of Internship.

#### **Employer Branding**

Issued by hirist.com in Aug 2021

(No Expiration Date)

Credential id: cert\_lxx7561z

#### **Tech recruitment**

Issued by hirist.com in Aug

2021 (No Expiration Date)

Credential Id: cert\_kzz06pwt

#### **Rise and Shine Champion Certification**

Issued by Corporate Stalwarts in Jan 2022

Rise and Shine Champion of the Quarter

#### **Bright Beginning**

Issued by VARITE in Jul 2022

Certificate of Excellence for achieving 3 placements in first 45days of Quarter I

#### **Key Contributor**

Issued by VARITE in Jul 2022

Certificate of Excellence for achieving highest number of interviews

#### **Shining Star Award**

Issued by VARITE in Jul 2022

Certificate of Excellence for generating highest revenue

#### **Key Contributor**

Issued by VARITE in Feb 2023