

Anna Gupta

Noida, Uttar Pradesh, India



anagupta59@gmail.com



8595166726



[linkedin.com/in/anna-gupta-922a68145](https://www.linkedin.com/in/anna-gupta-922a68145)

Summary

Outcome-oriented and collaborative HR professional, with over 3 years of experience in the IT, ITES sectors. Key skills include IT and Non-IT Recruitments, Sourcing, HR Operations, Employee Relation & Grievance Handling and Candidate onboardings.

Experience



HR Manager

VEAH Consulting Services

Jun 2022 - Present (4 months +)

All programs and services that relate to a company's human resources division. Their work, which is often decidedly administrative in nature, involves documenting grievances, terminations, absences, performance reports, interviews and compensation and benefits information. Beyond administrative duties, however, It involved in recruiting, hiring, and training new employees. Typical tasks, therefore, include posting job openings, gathering information on new applicants, contacting references, and informing employees of their hiring status.

Lead the full recruitment life cycle, from sourcing strategies, talent recruitment and acquisition to interview preparation offer negotiation and on - boarding.

Handling accounts for IT Requirement.

Handling Team

Led and trained a team of recruiters who actively participated in recruiting for client organizations.

Lead, mentor, and build a collaborative Technical Recruiting team that can meet the dynamic demands.

Recruited and hired candidates for both C2H and permanent positions for various IT/Non-IT roles in multiple client organizations.

Work directly with Hiring Managers to assess talent acquisition needs and fill job openings in a timely and cost-effective manner.



Sr IT Recruiter

NLB Services

Dec 2021 - Jun 2022 (7 months)

Sourcing of relevant candidates from different portals like Nukri, linkedin, social media and ensuring end-to-end solutions till On-boarding.

Scheduling interviews of candidates in coordination with the Business Panels.

Lead the full recruitment life cycle, from sourcing strategies, talent recruitment and acquisition to interview preparation offer negotiation and on - boarding.

Recruited and hired candidates for both C2H and permanent positions for various IT/Non-IT roles in multiple client organizations.

Led and trained a team of recruiters who actively participated in recruiting for client organizations.

Lead, mentor, and build a collaborative Technical Recruiting team that can meet the dynamic demands. of a rapidly growing and global organization

Part of Hiring Experience Team to help improve First interaction of employee with organization.

Analyze the technical needs from the client to understand the requirements.

Lead the full recruitment life cycle, from sourcing strategies, talent recruitment and acquisition to interview preparation offer negotiation and on boarding.

Work directly with Hiring Managers to assess talent acquisition needs and fill job openings in a timely and cost-effective manner.

Source resumes from various internal and external locations. Utilize social media and various advertisement options to identify qualified candidates.

Recruiting for DevOps, Cloud, and Software, and Application Development, Data Science & Analytics, Data Engineering, Data Virtualization, Mobile Development, All levels of Programming Languages (HTML, Java, Jscript, Python, SQL, etc...)



Assistant Manager HR

Ekodus INC.

Jul 2019 - Nov 2021 (2 years 5 months)

All programs and services that relate to a company's human resources division. Their work, which is often decidedly administrative in nature, involves documenting grievances, terminations, absences, performance reports, interviews and compensation and benefits information . Beyond administrative duties, however, It involved in recruiting, hiring, and training new employees. Typical tasks, therefore, include posting job openings, gathering information on new applicants, contacting references, and informing employees of their hiring status.



HR Recruiter

Sapient

Jan 2018 - May 2019 (1 year 5 months)

- >Recruitment for IT and Non-IT
- >Sourcing of relevant candidates and ensuring end-to-end solutions till On-boarding
- >Branding for referrals and running the Employee Referral program
- >Taking care of Employee grievances and queries and ensuring timely resolutions



HR Recruiter

People Strong Hr Services Private Limited

Apr 2016 - Dec 2017 (1 year 9 months)

- >Recruitment of Non-IT Bulk hiring
- >Conduct employee on-boarding
- >Handling Employee database management
- >Part of Hiring Experience Team to help improve First interaction of employee with organization
- >Arrangement and planning of Employee engagement activities

Education



Vidya school of business

PGDM, Human Resources Management/Personnel Administration, General

2015 - 2017



Vardhman academy

PGDM, Human Resources Management and Services

Skills

IT Recruitment • Vendor Management • Operations Management • Hiring • Microsoft Office • Customer Service • Leadership • Research • Employee Database Management • Sourcing