

## CAREER OBJECTIVE

To work in a challenging and dynamic environment and keep adding value to the organization, I represent and serve. Simultaneously enhance my skill and knowledge by diligent work.

## SKILL

Multi-tasking

Flexible

Interpersonal Communication

MS Office Suite

Teamwork

Time Management

Adaptability

Public Speaking

## PROFESSIONAL EXPERIENCE

Current Company - Ultra International Limited, New Delhi  
Period - May'2023 to till date  
Designation - Consultant - HR

Previous Company - Uttam Galva Metalics Limited (Nithia Group), Wardha, Nagpur  
Designation - Officer – HR  
Period - January' 2022 to January 2023

Previous Company - NEO METALIKS LIMITED (A Rupa Group of company)  
Designation - Senior Officer - HR  
Location - Durgapur  
Period - June 2018 – January 2022

### Responsibilities:

- A) Recruitment & Selection:
- Manpower planning and Recruitment at all levels by discussion with HOD's.
  - Preparation of job description after receiving requisition
  - Sourcing the profile using Job portals and Social Networking.
  - Sourcing CVs from internal references, Naukri portal and other job boards
  - Screening candidates and conducting Interviews for Junior and middle level.
  - Salary Negotiations with comparison to existing employee
  - On boarding the selected candidates.
- B) Induction - planning and implementation
- Induction planning
  - Onboarding planning for smooth welcome of new joinee
  - HR induction and employee creation in HRIS
- C) Training and Development
- Analyzing competency requirement and skill gap of the employees, preparing the training calendar for the same and organizing the training.
  - Managing administration budget against the training
  - Obtaining or developing effective training materials utilizing a variety of media
  - Conducting Induction training for new joiners.
  - Evaluation of Training.
  - Ensure that statutory training requirements are met.
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- D) Personnel Administration
- Providing attendance data for payroll processing
  - Monthly generation of PF and ESIC challan.
  - Statutory compliances
  - Grievance Handling
  - Data Collection and Record Keeping
  - Drafting Circulars
  - Employee welfare activities
  - General Administration
  - Organizing engagement activities for employee and their family

### Career Achievement: -

1. Successfully implemented HRIS software (Adrenalin) in Neo Metaliks Limited for around 350 employees with team help.
2. Manpower planning and hiring (team planning) for newly commissioned PCI plant.

### Summer Internship:-

#### **The Supreme Industries Ltd**

(People who know plastics best)

Topic - (Employee Satisfaction Survey) Duration- 45 day

Skills: Multi-tasking, Flexible, Good Organizer, Communication, Ethical and discrete

Extra-Curricular Activities: Dancing, Handcrafting, sports (Badminton)

IT Proficiency: MS Office Suite,

#### **Educational Qualification:-**

Degree	Stream	Institution	University/ Board	Year	Marks
Post Graduation (MBA)	Human Resource (Major) & Marketing (Minor)	Dr.B.C. Roy Engineering College,Durgapur	MAKAUT	2018	6.88DGPA
Graduation	B.Sc (Zoology Honours)	S.S.L.N.T, Dhanbad	Vinoba Bhave University	2016	67
Higher Secondary	Science (P.C.B)	D.A.V Koylanagar, Dhanbad	CBSE	2013	67.5
Secondary	General	S.V.M, Sinidih, Dhanbad	CBSE	2011	85.5

#### **Personal Details:-**

Date of Birth : 25th March, 1996  
 Father's Name : Mr. Bajarangi Lal Gupta  
 Mother's Name : Mrs. Purni Gupta  
 Marital Status : Married  
 Language known : Hindi, English  
 Permanent Address : Dakshinpuri, Delhi- 110062  
 Present Address : Dakshinpuri, Delhi- 110062  
 Contact Number : +91 74320 53694

Date:

Place:

Puja Gupta

