**HARSHITA GUPTA**

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**HR RECRUITMENT PROFESSIONAL**

Technical and Professional Recruitment from Entry- Level to Manager

Well-respected professional who blend strong recruitment experience in IT, Non-IT and Healthcare domain. Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting etc with overall experience of 7 years.

**KEY SKILLS**

* **End to end IT recruitment:**
* **Screening of CVs:**
* **Lateral Hiring / Sourcing:**
* **HR Round:**
* **MIS & Reports:**
* **Background Verification:**

**IT Skills worked on:**

* **Language:** C, C++, Java, Python, C#, PHP etc.
* **Web Technologies:**J2EE, Java, Servlets, JSP, Core java, HTML, CSS, Struts, JavaScript
* **Data Science:** Data Analyst, Data Engineer, Data Scientist**,** Machine learning/AI
* **Testing:**Manual testing, Automation, Selenium etc
* **.Net Technology:**C#, Asp.net, Vb.net, MVC, MongoDB, Entity framework
* **Databases:**Oracle, Sybase, SQL, PL/SQL , MYSQL, NoSQL
* **Cloud:** AWS, Azure, GCP etc.
* **Big Data:** Hadoop, Spark,
* **UI/UX**

**PROFESSIONAL DETAILS**

**1.**    **Company:** Risebird Talent Solutions. (March 2021 to June 2023)

**Designation:** Lead - Talent Acquisition (IT)

**Key Responsibilities:**

* Managing Corporate clients
* Handling end-to-end IT recruitment process
* **Team Handling-** managing a team of 6 members, monitoring their KPIs and KRAs
* **Screening of CVs-** doing initial round of screening and mapping them with the requirement as per the received JD / roles defined by the client
* **Scheduling-** Add candidates over the portal, share invite, mapping them with panels
* **Interview Coordination-** Follow up with the aligned panels, sharing credentials with both panels and candidates. Ensuring completion of interview and sharing reports
* **Backup and** **Runtime troubleshoot-** Create backup pool of panels in consultation with the internal sourcing team and ensuring all technical issues are resolved within the specified time
* **Reports & MIS-** Preparing all daily reports, analysis reports and sharing with the client.

**2.**    **Company:** Enhance Business Solutions Pvt. Ltd. (August 2018 to January 2021)

**Designation:** HR Executive (IT & Non-IT)

**Key Responsibilities:**

* Handling end-to-end recruitment process (IT and Non-IT)
* Responsible for client handling and analyzing the client requirements
* Experience into Bulk hiring.
* Posting the job requirements in portal and LinkedIn
* Sourcing the Potential candidates using various Job portals (Naukri/Monster/Times), Existing Database, Internal reference, Professional Social Networking sites (Facebook/ LinkedIn), Consultants Management, Job Postings Mails, Walk-ins, and Referrals.
* Planning & Handling weekday and weekend drives
* Interview Coordination, profiles screening, checking eligibility criteria, and interview scheduling, based up on the feedback processing further rounds interviews.

**3.**    **Company:** Synergy Consultants, Delhi (August 2017 to May 2018)

**Designation:** Sr**.** HR Recruiter (Pharmaceutical & IT)

**4.**    **Company:** MNR Solutions Pvt. Ltd. Noida (Oct. 2015 to August 2017)

**Designation:** HR Recruiter (IT & No-IT)

**Technology:** Language, .Net, SAP, Cloud, Bigdata, Web technologies

**PROFESSIONAL QUALIFICATION**

* Completed MBA in HR from Institute of Professional Education & Research (IPER), Bhopal affiliated with Barkatullah University in Batch 2012-2014.

**ACADEMIC QUALIFICATION**

* Graduation: BBA from Career College, Bhopal affiliated with Barkatullah University with 76 % in Batch 2009-2012
* Sr. Secondary from NRP Girls Inter College, Konch, (UP Board) with 73% in 2009
* Secondary examination from NRP Inter college, Konch (UP Board) with 59 % in 2007

**COMPUTER PROFICIENCY**

* Knowledge of MS-Office Package (MS Word, MS EXCEL, MS Power Point)

**PERSONAL DETAILS**

* Date of Birth         : 22/01/1992
* Language known    : English, Hindi