**NIRMA GUPTA**

**Email: nirmacad@gmail.com**

**Contact No: 9069365597,9911853033**

**Objective:**

To utilize my experience in recruitment and explore opportunities to learn and contribute towards the organizational growth along with my personal growth.

**Summary:**

* Having 1 year 10 months of experience in IT recruitment as a Recruitment Executive in Domestic IT Staffing
* Hands on experience in Permanent , Contract & Contract to hire staffing.
* Expertise in sourcing the right profiles, resume analysis and screening.
* Expert in closing niche requirements using different sourcing and networking techniques.
* Independently handling the complete Recruitment Life Cycle from sourcing, screening, interviewing, and salary negotiation.

**Current Professional Summary:**

**Working with Jconnect Infotech Pvt. Ltd as an IT Recruiter from January 2017 to Till date.**

**Job Roles &Responsibilities:**

* Handling complete end-to-end recruitment process.
* Requirement gathering &understanding the requirements given by various clients for their manpower positions.
* Identifying candidates through various sources such as Job portals, Internal Employee Reference, Network through prospective candidates and posting advertisement in portals.
* Using the Job Portals like Monster, Naukri to successfully source the right candidates according to the job description.
* Taking telephonic interviews with the candidates. (Evaluating communication and HR issues like Experience, Qualification, Job responsibilities, Current CTC, Expected CTC, Notice period…).
* Schedule & co-ordinate technical interview with the leads.
* Follow up with the selected candidates, and keeping them warm till their actual joining.
* Maintaining daily Recruitment Tracker
* Reporting to the managers on recruitment status on a daily basis.

**Clients Worked for :**

**IBM pvt. Ltd., Wipro Technology, MELSTAR ,Capgemini,Fujitsu,Quinnox,Eximius Etc.**

**Previous Professional Experiance:**

**Worked with Best infosystem Consulting Services as an IT Recruiter from June 2015 to November 2016**

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Course** | **Institute** | **Board/university** | **Percentage** |
| 2014-2016 | MBA (HR & IT) | JaghmohaInstitute of Mgt.& Technology | UPTU Lucknow | Awaited |
| 2010-2013 | B.Tech(CSE) | Skyline institute of engg.& technology | UPTU Lucknow | 70% |
| 2007-2010 | Diploma(IT) | Govt.Girls Poly. Lucknow | Board of Technical Education | 72% |
| 2005-2007 | Intermediate | Udit Narayan Intermediate college | U.P. Board | 53% |
| 2004-2005 | High School | S.S. school | U.P Board | 58% |

**EXTRA ACHIEVMENT**:

* Runner up of Badminton (girls double) competition at college level (2011).
* Runner up of Carrom (girls double) competition at college level (2011).
* I have been successfully designed Face Book Page.
* ***PERSONAL PROFILE:***

Name : Nirma gupta

Father’s name : Shri Ram Narayan Sha

Gender : Female

Date of Birth : 08\12\1989

Marital status : Married

Nationality : Indian

Languages known : English,Hindi.

Address : FF 194,6-Avenue,Gaurcity-1,Noida Extension 201301.

***DECLARATION:***

I hereby declare that the above information is true and correct to the best of my knowledge.

**Nirma Gupta.**