**Yogita Gupta**

*Noida, 201301*

*8218953970 / 8923358247*

[*guptayogita45@gmail.com*](mailto:guptayogita45@gmail.com)

https://www.linkedin.com/in/yogita-gupta-66a6b6160/

***Education***

2018–2020

**K.I.E.T School of Management**, Ghaziabad

*Human Resource Marketing*, Masters in Business Administration.

Percentage – 73.00%

2015–2018

**MBPG, Haldwani**

*Zoology, Botany and Chemistry*, B.Sc.

Percentage – 61.00%

2013–2015

**Doon Public School, Haldwani,**

*Biology and Physical Education*, Class 12.

Percentage – 69.00%

***Experience***

**July 2021– Ongoing**

**US Recruiter**

**NEXT LEVEL BUSINESS SOLUTIONS**

\*Working with various clients like Cognizant, NTT Data, Delta, Snapchat, Wipro, TCS (Tata Consulting Services), CNH Industrial (Retail Company), Innover and Astreya.

\*Have thorough knowledge on Recruitment process, Sourcing candidates from Job diva, Monster, Dice, LinkedIn, Carrier builder  
\*Strong knowledge in Non-IT Recruitment and decent knowledge in IT Requirement.  
\*Work with positive attitude to contribute the healthy functioning of the organization.  
\*Self-Confident and Great Patience.  
\*Analyzing every angle of a project before working on it.  
\*Adaptability to change environment  
\*Visa’s US citizen and Green card holder  
\*Strong oral communication skills with the ability to convey thoughts with clarity.  
\*Strong interpersonal skills.  
\*Flexible and adaptable with regards to learning and understanding new technologies.

**January 2021- June 2021**

**HR Recruiter**

**BLUE HOUSE CONSULTING**

\*Review and Analyze resumes from Naukri, Indeed, Monster.

\*Connect with various candidates personally from all job posting.

\*Introduce new hires to the company and walk them through the hiring and training process.

\*Serve as an employee advocate for new hires as well as established employees.

**February 2020- December 2020**

**MARKETING EXECUTIVE**

**INFO EDGE INDIA LIMITED NAUKRI.COM**

\*Selling online recruitment solutions to clients by analyzing their requirements and assisted clients on best offers by providing them better deals.   
\*Contributing as SPOC person between client & content expert for any changes required Supervised clients after service approvals and sorting their issues   
\*Developing strong relationships with customers and created database of qualified leads through referrals, telephone canvassing and cold calling   
\*Steered mapping, prospecting, negotiation and closed deals with necessary information   
\*Creating MIS reports for database, process conversion, Revenue Calculation, Team management with effective Target Delivery.

**August 2017- January 2018**

**HR ASSISTANT**

**ATELIER COLOSSUS DESIGNER STUDIO, ADHMEDABAD**

\*Supports all internal and external HR related inquires or request

\*Assist with performance management procedures

\*Coordinate training sessions and seminars

\*Keep up to date with the latest HR trends and best practices

\*Perform orientation and update records of new staff

***Projects***

**June 2019- August 2019**

**Recruitment and Inside Sales, *Prof. Ruchi Singh***

\*Generating Business from existing accounts and achieving profitability and sales growth.

\*Recruiting people across different states.

***Achievements and Extra Curricular Leadership Roles***

* May 2020
* *Employee of the Month, Info edge India Limited,* Completed target of 130%.
* March 2018- March 2020
* PR Team, Promotion Heads.
* Reached out to different colleges to encourage them to participate in various fest activities.
* October 2018- March 2020
* Personality Development Club, *Vice President*
* Helped and guided students with various processes of Interviews