

Priyanka Gupta

Sr. HR Executive (Recruitment, Operations, Compliance)

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- Accomplished MBA with over 4 years of work experience in **HR Recruitment & Operations** - Resume screening, Hiring, Onboarding, Manpower Management, Employee relation, HRMS, Statutory Compliance.
- Earlier associated with Institute of Health Management Research, Bangalore as HR & Admin Officer.
- Worked with BPO- HR Recruiter, includes posting job advertisements, sourcing, screening, interviewing.
- High level of proficiency with MS Word and Excel. Familiarity with Internet navigation and on-line recruiting technology.

Work Experience

Institute of Health Management Research- It is a premier Institute for Hospital Management, Public Health and Health Information Technology Management Education, Research & Consultation activities, MDP trainings in South India.

HR & Admin Officer from May 2018 till December 2018.

Summary: Recruitment, Attendance & Salary, Developing HR policies & procedures, Documentation, Audits

- Managing complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- Participate in recruitment, interview and selection of candidates for various levels of position openings and promote a work environment that openly embraces individuals with diverse backgrounds and experiences.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating and Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc. Completing termination paperwork and assisting with exist interviews

- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Maintaining current HR files and databases, updating and maintaining employee benefits, employment status, and similar records.
- Maintaining records related to grievances, performance reviews, and disciplinary actions and addressing any employment relations issues, such as work complaints and harassment allegation.
- Preparing the monthly salary and the daily attendance of the employees.
- Performing file audits to ensure that all required employee documentation is collected and maintained.

Shrivi Technologies Pvt. Ltd. (BPO)- Shrivi Technologies Pvt Ltd. is a Global Offshore BPO & Call Centre Outsourcing Company based in Bangalore, India.

HR Executive from May 2015 to October 2015

Summary: Full- Life Cycle of Recruitment including job posting, screening, sourcing, interviewing, onboarding, training, etc.

- Sourcing Candidates from Job portals (Naukri, Quikr, Indeed etc.), Employee referrals.
- Focus on getting references from the candidates which would lead in cost saving.
- Shortlist resumes against various requirements, checking them on their suitability for skill set, salary range, location, work authorization, etc.
- Briefing the candidates on the profile of the current requirements, job profile, compensation package and other benefits.
- Conducting preliminary interviews with candidates to ascertain their competencies, skills and aspirations (position, salary, relocation aspects Etc)
- Imparting voice and accent neutralization training to the candidates.
- Performing salary negotiations with the selected candidates and follow-up for joining.
- Plans and conduct new employee orientation to boost positive attitude & to introduce them with company.
- Report to the management regarding monthly performance of the employees by analysing the sales report.

Jaipur Rugs Company Pvt. Ltd.- Jaipur Rugs is one of India's largest manufacturers of hand knotted rugs. Headquartered in Jaipur, India. The company's operations span across

20+ branches, 6 states and 600 villages in India with distribution to over 40 countries with its independent base of over 40,000 artisans. The company also has a large distribution base in Atlanta, United States.

System Executive- From September 2010 to September 2011

Summary: During this period, I was engaged in various periodically conducted internal & external audits for the renewal of ISO certification of HR & Quality.

- Develops policies & co-ordinates human resources activities such as employment, promotions, transfers, compensation, performance reviews, termination, labour relation and other benefit plans.
- Oversees the analysis, maintenance & communication of records which were required in the certification or other departments in the organization.
- Co-ordinates & conduct the induction and training program for new as well as existing employees to foster positive attitude towards company goals.
- Was involved in managing the Quality of different types of rugs & carpets. Analysis of defects to improve the quality and to minimize the cost of end product.
- Worked on SOP (Standard Operating Procedure) for various departments. This includes Study of existing process, identification of tasks which need to be standardised, re-engineering of some processes, to standardise it, integration of work flow & process flow, process management and documentation.

Education

Degree	Institute/ University	Duration	Percentage/ CGPA
PGDBM (Rural Marketing)	FMS-IRM (Institute of Rural Management), Jaipur	2008-2010	5.9/7
B.E.(Computer Science & Engineering)	Rajasthan University	2004-2008	73%
Senior Secondary	Rajasthan Board	2003-2004	66%
Secondary	Rajasthan Board	2001-2002	71%

Personal Details

DOB	:	3rd November 1987
Marital Status	:	Married
Languages Known	:	English, Hindi.
Passport	:	Yes