Summary

Outgoing HR Generalist and a certified HR professional & trainer with innovative leadership style. With a sound knowledge about the HR processes, sales strategies & meticulous skills for content creation and achieving the assigned targets accordingly.

Skill Highlights

|  |  |
| --- | --- |
| * HR Policy Building * End to End Recruitment Cycles * Onboarding &Induction * Team building & employee engagement activity. * Vendor Management | * Verbal & written communication * Decision Making * Cient Interaction * HR Process Trainings * Designing Job description |

Experience

**HR Executive** - 03/2022 – Till Date

**Wednesday Solutions**, **Pune**

* Managing end to end recruitment and Vendor Management.
* Managed staff recruitment, interviewing, selecting, salary negotiation, Induction and onboarding.
* Established and directed operational and administrative procedures.
* Implemented team building activities to enhance positive working environments.
* Prepared range of written communications, documents

and reports.

* Developed HR strategies and initiatives, aligning with

overall business strategy.

* Worked on Policy building & implementation from scratch for the organization,

**Business Development Manager** - 11/2018 – 02/2022

**Big Basket**, **Pune**

* Establishing relationship and training the team with new marketing strategies.
* Team management, and performance management.
* Market need analysis based on the collected data
* Working closely as a bridge with Ops and Customers for the new model of delivery known as CDM.

**Research Associate-** 11/2017-11/2018

**Polaris Market Research LLP, Pune**

* Conducted interviews with key business users to collect information on business processes and user requirements.

Harshada Gupta

Contact

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Languages

English

Hindi

Marathi

Punjabi

French (Basic)

Hobbies

* Reading Books
* Playing Basket Ball

Computer Literacy

* Microsoft Word, Excel, Power Point.
* Tally (ERP 9)
* Connecting with the leads generated and closing the requirement.
* Understanding the need of clients with respect to marketing & sales.

**Business Analyst-** 6/2016-10/2017

**Meticulous Market Research, Pune**

* Conducted interviews with key business users to collect information on business processes and user requirements.
* Connecting with the leads generated and closing the requirements.
* Selling customized reports to the clients after the need analysis.
* Understanding the need of clients with respect to marketing & sales.
* Analyzing the current market trend and forecasting the market growth over coming years.
* Studying the recent market strategies by the key players in the market.
* Financial analysis of the key players and recent developments in the global market.
* Analyzing and presenting the key pointers in a report that would help the clients to enhance their market presence.

Education

**Bachelor in Science (Biotechnology)**: Modern College, Pune University (2014)

**PGP (Agriculture & Food Business Management):** MIT College of Management, MIT ADT University, (2017)

**MBA (Marketing & Sales):** ASMA Institute of Management, Pune University, (2017)

**Certification:** Certified Master Trainer & facilitator, & Certified Learning & Development Manager**,** HR Professional **(Middle Earth HR Solutions)**