



# AVINASH GUPTA

- 📍 Dahod, Gujarat 389151
- ☎ 7984066404
- ✉ avi.gupta90@gmail.com

[Bold Profile](#)

## PERSONAL SUMMARY

Dynamic Recruitment Manager with a proven track record at Nividous Software Solutions, enhancing hiring efficiency through HRMS implementation and strategic sourcing. Expert in full-cycle recruitment and legal compliance, fostering collaboration among stakeholders. Adept at performance appraisals, driving team success while aligning talent with organizational goals.

## SKILLS

- Proficiency in operational software
- HRMS implementation
- Performance appraisals
- Stakeholder collaboration
- Analytical mindset
- Legal compliance expertise
- HR operational functions
- Payroll and performance evaluations
- Full-cycle recruitment

## WORK EXPERIENCE

**RECRUITMENT MANAGER**, 08/2022 - 05/2024

**Nividous Software Solutions**, Ahmedabad

- Developed sourcing techniques for premium profiles utilizing job portals and social media.
- Oversaw end-to-end recruitment processes for various technical roles such as Java, Python, NLP, and Computer Vision.
- Coordinated a team of 4 recruiters to achieve recruitment goals.
- Enhanced hiring efficiency by implementing Qandle HRMS software.

---

**SR. RECRUITER**, 07/2021 - 08/2022

**AARGEE Staffing Services**, Ahmedabad

- Executed sourcing of premium profiles via job portals to fulfill client demands.
- Aligned screened candidates with client rounds for optimal match.
- Handled comprehensive post-joining procedures including induction, training, and performance appraisals.
- Coordinated background verification processes to validate candidate information.
- Supported statutory compliance efforts specific to Gujarat state standards.

---

**SR. HR & COMPLIANCE MANAGER**, 02/2019 - 12/2020

**JSK Traveltech Pvt. Ltd.**, Ahmedabad

- Created HR framework in startup environment, emphasizing recruitment of core team.
- Leveraged alternative hiring platforms like Gitconnected and HackerRank.
- Set up comprehensive HR policies to cultivate desired company culture.
- Ensured compliance with Gujarat state regulations, managing PF, PT, and LWF.
- Facilitated onboarding and payroll enhancements through teamwork with development team.

---

**HUMAN RESOURCE MANAGER**, 07/2015 - 01/2019

**Aargee Staffing Services Pvt Ltd**, Ahmedabad

- Facilitated employee onboarding and HR induction for new hires.
- Managed client interactions for TCS IT, TCS BPO, and TATA Communications.
- Negotiated salaries and distributed offers to candidates post-selection.
- Administered payroll functions while monitoring attendance and leave records.
- Evaluated employee performance through structured appraisal processes based on feedback.
- Handled statutory compliance matters including PF, PT, ESIC, LWF, and minimum wage laws in Gujarat region.
- Performed annual audits of vendor companies within Gujarat to ensure adherence to policies.
- Addressed employee grievances nationwide to promote a positive work environment.

---

**HUMAN RESOURCE EXECUTIVE**, 06/2014 - 06/2015

**Vins India Pvt Ltd**, Pune

- Drafted job descriptions based on manpower requisition from relevant departments.
- Screened candidates through telephonic and in-person interviews.
- Maintained employee database to ensure accurate records.
- Recruited software professionals to meet organizational needs.
- Facilitated induction for new joiners, including offer rollouts and ID generation.
- Amended existing policies and procedures to enhance compliance.
- Planned regular events to engage employees and foster a positive workplace culture.
- Managed exit formalities to ensure smooth transitions.

---

**EDUCATION**

**IIPM**, Pune, 05/2014

**MBA: HR, finance**

---

**G-CET, GTU**, Gujarat, 05/2012

**BE: Mechatronics**

---

**ADDITIONAL**

Reference is available in request.

