

**Kratika Gupta**

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## **CAREER OBJECTIVE**

**Seeking a long-term engagement with a growth oriented organization where my excellent interpersonal and communication skills are utilized in pursuit of both organization and professional goals.**

## **Key Responsibilities**

HR Professional with rich experience of 10 years in all Human Resource aspects- HR Operation, On boarding & Orientation, Employee Relation, Talent Management/ Recruitment and Selection, Implementing HR Policies, HR Analytics, Learning & Development, Grievance handling, HR Audits, Team Management, Budgeting etc., commencing strong leadership traits with excellent ability to commit a long- term relationship with the Organization leading towards the growth.

**Manager-HR with an Overseas Education Consultant  
July,2013- Till date**

## **ROLES AND RESPONSIBILITIES:**

- ❖ Handling a team of 6 in ensuring the smooth functioning for the management and employees in HR related matters and facilitate communication between operations and human resources.
- ❖ Coordinating with ROPS (Regional Operations) across the country handling 19 branches for delivering the output on daily basis inputs, coordinating with Managers in relation to their queries and their employees from PAN India branches on regular basis by enhancing the quality and efficiency of work as a leader.
- ❖ To frame a clear and easily implementable HR Policies for employees and organizational benefits and operational activities.
- ❖ Vetting of MOM, Raising Confidentiality Agreement and Renewal of Contract Extension between the employer & employees and the client & Vendor as a part of organizational business.
- ❖ To execute manpower planning and budgeting (Cost budget, Head count budget) for recruitment of different products on PAN India locations.

**HR OPERATIONS/PAYROLL:**

- ❖ Managing a database of around 500 employees assuring full accuracy on the basis of data analysis.
- ❖ Managing HRIS by uploading all relevant information from micro to macro level for all the Associates.
- ❖ Ensuring Documentation from internal team and complete all the checks including their consolidated reports.
- ❖ Ensuring Drafting and Releasing of Offer letters from team, checking salary structures category and location wise.
- ❖ Handling Payroll, leaves and Attendance management (Regularization) of the employees and ensuring Finance team to release the salary on time.
- ❖ Managing PF Withdrawal of the Associates, checking Medical reimbursement and Medical Insurance facilities for the Associates from Insurance team.
- ❖ Drafting Salary Increment Letters, Appraisal letter with the analysis of PMS. Issuing Absconding letters, Warning letters for the act of Misconduct and Absconding.
- ❖ Working on Min wages as per govt rule and giving compensation benefits to the employees to motivate them towards their work.

**ONBOARDING AND INDUCTION:**

- ❖ Ensuring onboarding of the new hires, organizing inductions and trainings for them.
- ❖ Ensuring Tech team for generating their mail id's, Sales force id's and giving them access to their different working tools and portals.
- ❖ Briefing them about the company and HR policies and values.
- ❖ Running training programs for all level of employees based on their work profile.

**GRIEVANCE AND EMPLOYEE ENGAGEMENT:**

- ❖ Act as an interface between the Employees and the Management and sort out the grievances effectively, promote welfare developmental activities ensuring all employees' grievances are recorded, reviewed periodically, closed appropriately within the defined TAT and status communicated back to the employees in a timely manner.
- ❖ Responsible for organizing periodical employee connects with Business Leadership like Townhalls, HR Connect sessions, E Connect Meets, Con-calls, one-to-one interact sessions etc. Ensure employee concerns are properly identified, recorded and resolved within the TAT.
- ❖ Monitor employee engagement through Employee Surveys and design interventions that support teams across the business.

**HR POLICIES/HR AUDITS/HR ANALYSIS:**

- ❖ To update 8-10 HR policies in line for the business and organization requirement and communicate with the employees and their Managers for better alignment.
- ❖ Authorized SPOC for all HR related audits (internal & external) related to Vendor. Work closely with the HR & Organizational leadership in conceptualizing and implementing actionable points that aim at enhancing the overall process effectiveness based on audit recommendations.
- ❖ Analysis of Attrition and prepare report on attrition by analyzing exit interviews & reasons for exit and recommend solutions to improve employee experience and retention with business leads.

- ❖ Handling employee performance by initiating Process improvement plan(PIP) via Performance Management System(PMS).
- ❖ Tracking the HR Metrics for Performance Management.

## **Sri Sharda Institute of Indian Management-Research**

**Designation: AM (HR & RO)**

**July 11 –June13**

### **Job Profile:**

- ❖ Talent Acquisition, Induction and On-boarding, Employee Engagement, Compensation management
- ❖ Assisting in implementation of Performance Management System, Attendance & Leave Management, Employee Motivation ,Counseling, Grievance handling, Staff Welfare, Vendor Management, Rewards & Recognition.
- ❖ Ascertains human resource requirements for the office ensuring the timely advertisement and filling of vacancies, participates in the selection of internal candidates and submits appropriate recommendations.
- ❖ Handling Disciplinary matters in case of absenteeism, misconduct, misbehavior etc.
- ❖ **Preparing confirmation letters, promotions/Increment** of new employees for to be Permanent constituting committees for the purpose.
- ❖ **Reward & recognition** (Joint) –Launching awards& inviting nominees and handling, back end work for the same
- ❖ **Leave Maintenance-** Maintains and monitors leave records and requests for overtime.
- ❖ Managing different welfare schemes-Employee Safety, Life Insurance, Medical Insurance,
- ❖ **Exit Management-** Coordinating for employees full & final, Issuing letters, Letters of Superannuation of employees
- ❖ **Employee Engagement-** Spearheading all activities related Celebration of occasions/ festivals, Annual get together etc. and other such initiatives from time to time.
- ❖ MIS-Responsible for Daily requirements handling, Responsible for daily done requirements
- ❖ Represents the office individually or as part of a team in meetings concerning personnel issues, negotiates staff complaints and maintains harmonious relations with local Staff Council.
- ❖ Maintaining records, administrating proper House keeping, Security maintenance, purchase – stock movement and meeting & delegation arrangements. Set up all necessary personnel files and maintains related records

## **WEBTEK LABS Pvt.Ltd**

**Designation: Recruitment Executive**

**July 08 – March 09**

### **Job Responsibilities**

- ❖ Strong in handling requirements for IT in Microsoft and Non-IT sector.
- ❖ Sourcing profiles of junior, middle and senior level positions in IT for different clients.
- ❖ Assess candidates on various parameters as per client requirements.
- ❖ Head hunt good quality candidates across all technologies across all levels.

- ❖ Maintaining the company database and enhancing it for functional effectiveness
- ❖ Sourcing of candidates for all types of requirements, through diverse channels including Internet, Jobsites, Linked in, postings and References
- ❖ Handled various Internal Recruitments.
- ❖ Co-ordination with my seniors in recruitment and selection of candidates.
- ❖ Taking preliminary interviews of candidates and give the updates to my seniors
- ❖ Take active part in HR activities.

### **Qualification**

- ❖ MBA in Personnel Management & Industrial Relation (HR) Maharani Laxmi Bai College, Jiwaji University, Gwalior (M.P.) –full time 2006-2008
- ❖ B.Sc. from KRG, Jiwaji University, Gwalior (M.P.) full time 2003-2006
- ❖ B.Ed from Jiwaji University

### **Activities/ Achievements**

- ❖ Received the Best Young Executive Award (May 2012) in Sri Sharda Institute of Indian Management-Research
- ❖ Awarded as Best Recruiter in Global Opportunities
- ❖ Awarded for CEO's excellence in Global Opportunities
- ❖ Gold Medalist in Inter-varsity swimming championship in Bangalore
- ❖ Silver Medalist in State level swimming
- ❖ Qualified for Nationals

**(Kratika Gupta)**