

Deepali Gupta

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OBJECTIVE:

To attain a responsible position where my abilities & potential are utilized to optimum satisfaction.

Talent Acquisition Executive (Durga Confectioners Pvt Ltd) Oct. 2020 – Till Date

- Recruitment of Blue Collar Employees and also other Staff Members for the Whole Plant.
- Handling End to End Recruitment.
- Invoice preparation as per joining candidate.
- Scheduling the interviews & arranging for walk-in-drives.
- Prepare Offer Letter, Company Proposal, Invoice & Database Maintenance.

HR Recruiter (G & R Management Consultancy Services) July 2017 – Oct. 2020

- Hiring of IT Candidates with handling End-to-End Recruitment.
- Interacting with the hiring managers to understand the job Requirements as well as take help of search portals and candidates to understand specifications.
- Applied Sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri, Monster and Times) Social networking like LinkedIn and internal referrals.
- Screening the Profiles,Gathering information about candidates (Work Experience, present and expected compensation, location/ relocation information, work authorisation status, notice period, availability for interview, etc.)
- Salary Positioning, offer negotiation & timely closure of positions & candidates.
- Conducting preliminary round of interviews of candidates before sending their profile to the client by meeting them face to face or telephonic round of interview.
- Collecting feedback from interviewers and informing the candidates on the same.
- Scheduling the interviews & arranging for walk-in-drives.

IT Positions Hired For :

- Programing Developer
- Tester
- IT Support Engineer
- Cloud Computing , etc.

Educational Qualification

- MBA (HR) from Khandelwal College, Bareilly, Completed 2017.
- B.C.A. from Khandelwal College, Bareilly, Completed 2015.
- Passed 10+2 from U.P. Board in the year 2012
- Passed 10th from U.P. Board in the year 2010.

Technical Qualification

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power point, Microsoft Outlook, HTML, Java Script, Asp.net with C#, SQL Server, MY SQL.

CORE COMPETENCIES

- Ability to identify and implement the best practices from one industry to another.
- Proven strength in problem solving and analysis.
- Skilled at data analysis & interpretation for business solution and development.
- Good communication skills, coordination and self-motivating.

PERSONAL DETAILS

Spouse's Name : Mr. Neeraj Kumar

Marital status : Married

Date of Birth : 24-04-1995

Place : Delhi.

Date: / /

(DEEPALI GUPTA)