

NEHA GUPTA

POSITION: **Human Resources**
Experience: **2 Years**
QUALIFICATION: **MA-HRM**
KEYSKILLS: **On boarding, Employee engagement, Joining formalities, HR Generalist activities, Recruitment and Section**
MOBILE: **+91 7053606070**
CURRENT LOCATION: **Badarpur, New Delhi- India**
E.M AIL: **Mimikogupta123@gmail.com**



Summary of Career

- Presenting 2 years official experience, within various legendary onshore organizations, Consultancy.
- Capable to manage and work in a multi-discipline team including non-technical / technical.
- Providing clerical and administrative support to staff of the Human Resources department
- Coordination with Managers, Clients, for solving issues.
- Coordinating activities between the company and outside parties
- Making decisions in the absence of senior HR executives
- Proficient in the use of MS Word, MS Excel, MS Power Point.

Major Role in Various Organizations

- HR Executive **Script Technology** New Delhi, India – **April 2019 to Present.**
- HR Executive in (**Aziels Technologies Pvt. Ltd.**) Delhi, India–**Feb 2018 to March 2019.**

(Details on Next Page)

Educational Qualifications

- **MA-HRM** -2 year from Jamia Millia Islamia Delhi – India 2017 to 2019.
- **BBA** passed from MDU University year 2017.
- **12th** (HSSC 0) from CBSE Board year 2014.
- **10th** (SSC) – from CBSE Board year 2012.

Computer Skills / Skills

- MS Word
- MS Excel
- MS PowerPoint
- Scanning

Employment Records

Name of company: Script Technology New Delhi, India

Job Position: HR Executive

Year: April 2019 to Present.

Responsibility

- Providing clerical and administrative support to staff of the Human Resources department.
- Screening, short listing (telephonic interview) and scheduling face to face or Skype interviews through different job portals like Naukri, LinkedIn, Indeed.
- Maintaining employee personnel files.
- Preparing Job Descriptions and providing the necessary inputs during the hiring process.
- Working with recruitment agencies and colleges (Campus Recruitment) to source for candidates for specific job positions.
- Writing up job descriptions.
- Coordinating activities between the company and outside parties.
- Developing employment related records.
- Making decisions in the absence of senior HR executives.
- Communicating and explaining the organization's HR policies to the employees
- Conducting employee orientation and facilitating on boarding formalities Policy making.
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization.
- Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Conducting exit interviews for employees and recording them accordingly.
- HR Admin day to day activates.
- Dealing with employee complaints and grievances.
- Organizing inductions and training for new employees.
- Handling new hire paperwork.
- Responding to letters, emails and general correspondence...

Name of Company: Aziels Technologies Pvt .Ltd. Delhi India.

Job Position: HR Executive

Year: Feb 2018 to March

2019. Responsibility

- Induction to exit, and for providing full administrative support to the HR Managers and Officers.
- Involved in the day to the day running of the HR office.
- Maintenance of the HR records and systems. Co-coordinating the interview with the panel, Salary negotiation.
- Preparing or updating employment records related to hiring, transferring, and terminating.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working
- Conditions, promotion opportunities, etc.
- HR Admin day to day activates.
- Maintain Employee Database
- Documentation – Related new joining, induction formalities.
- Preparing offer letter and appointment letter, Experience letter.
- Sending Invoices to client.
- Hiring for IT Profile - Android, React Native, IOS, PHP, HTML, Project coordinator
- Responsible for end to end recruitment

- Effectively working with various End to End recruitment cycle starting with Sourcing, Screening & qualifying potential candidates with assessment of interest

Area of interest

- HR Operation
- HR Generalist
- HR Administration
- HR Recruitment
- Talent Acquisition
- Talent Management

PERSONAL TRAITS

- Ability to learn things fast
- Positive Attitude
- Friendly nature
- Takes responsibility, creative
- Quick Learner and avoids repeating mistakes:

Personal Details

Date of Birth	:	15 Jan 1995
Gender	:	Female
Religion	:	Hindu
Nationality	:	India
Marital Status	:	Unmarried
Language Known	:	English,, Hindi
Place	:	Delhi

Declaration

I, the Undersigned, hereby declare that the information above is true, complete and correct to best of my Knowledge.

Date:

Place:

Neha Gupta