

Kajal Gupta

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Objective

Aspiring for a job in a growth oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.

Experience

- **PWS RPO SOLUTIONS** JULY 2016 - JUNE 2020
HR RECRUITER

Career Summary

- HR Professional with 3 years & 11 months of rich work experience in recruiting Multiple Industries.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Campus Recruitment, Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management.
- Experienced in Volume/Mass Hiring and Niche Skill Hiring.
- Proficient in recruiting candidates from all levels Junior Level to Senior Level.
- Good experience of Campus Recruitment/ Off Campus Hiring.
- Experience in IT and ITES Recruitment.
- Possess excellent communications and interpersonal skills.

JOBS RESPONSIBILITIES

- **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- **MIS:** Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- **Vendor Management:** Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile, short-listing them for the interviews, worked on portals
- **Background Verification:** Background Verification was carried out for the employees as per the policy, education, experience.

Education

- **Delhi university (SOL)**
Persuing 3rd year in B.A Honrs

- **From Govt Girls senior secondary school**

2016

Passed Higher school (10+2)

70%

- **From St Sophia senior secondary school**

2014

Passed Senior secondary

65%

Skills

- End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
- Screening: short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role.
- Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
- Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.

Language

- Hindi
- English

Interests

- Cooking
- Listening music
- Reading books



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