

## SHILPA GUPTA

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Contact No: 8958445438

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Seeking Jobs in Human Resource Management with an organization of repute

Location Preference: Delhi/NCR/Meerut

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### CAREER ABRIDGEMENT

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- Post Graduate Diploma in Human Resource & Marketing Management with over 9+ yrs of experience in Talent Acquisition- sourcing to on-boarding, Payrolls, General Administration including vendor and client relationship Management.
- Presently associated with Talent Mint Consulting Ltd., Meerut as a Lead Minter.
- Experienced in Manpower Management, recruitment involving screening, short listing & interviewing.
- Adept at people management, maintain healthy employee relationships & transparent environment.
- Possess strong communication and inter personal skills. A dynamic go-getter and quick learner with ability to work under pressure and meet deadlines.

### AREA OF EXPERTISE

- Recruitment
- General Administration
- Team Management

### ORGANIZATIONAL SCAN

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Since Mar'11: Talent Mint consulting Ltd.(Naukri Associates), Meerut as a Sr. HR Professional

#### Notable Attainment

- Functioning as **Lead Minter** for the office of the Managing Partner.
- Responsible for partnering with all businesses to ensure alignment with company policies and vision
- Act as a liaison between the brand and the recruiters and the role needs to ensure roles are filled in a timely manner
- Understanding of Business Unit landscape, products, competitors & build market intelligence around business market trends and dynamics.
- Collaborate with functional managers, operations staff along with your team to ensure a smooth sourcing and hiring process
- Develop innovative, creative, and proactive recruitment / sourcing strategies including job posting optimization, marketing channel development, digital & non-digital employment marketing, comprehensive recruitment campaign planning etc, to develop high quality active candidate pipeline
- Facilitate the process of candidate selection
  
- Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- Counsel the candidate on corporate benefits, salary, and corporate environment.
- **Reports:** Maintaining weekly reports and monthly Recruitment Status reports Including joining and follow up reports.
- Making Cold calls, Head-hunting & Mapping.

- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.

#### **Recipient of following awards & accolades**

- Successful in recruiting the largest team- lockbox during the tenure and consistent performer.
- Grabbed the **shining star** title during **july'14-sep'14, Oct'14- Dec'14, Apr'15-Jun'15 & Oct'15-Dec'15, oct'16-Dec'16 & July'17-Sep'17** quarters.

#### **EXTRAMURAL ENGAGEMENTS**

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- Olympic Zippers, Meerut.
- Dev Priya, Mawana Road, Meerut.
- Amar Ujala, Delhi Road, Meerut.

#### **CERTIFICATION**

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- Disaster Management
- Enterprise Resource planning
- French Language

#### **COMPUTER SKILLS**

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- Acquainted with MS- office 2003, 20
- Operating system-win-98, XP.

#### **STRENGTHS**

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- A good deal of patience & zeal to win.
- I have ability to work in team with my hard work & sincerity.
- Trustworthy & loyal to my work.

#### **ACADEMIA**

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| 2011 | <b>Post Graduate Diploma in Management</b> from <b>AR INSTITUTE OF MANAGEMENT &amp; TECHNOLOGY, MEERUT</b>    |
| 2009 | <b>Bachelors of Computer Application</b> from <b>INTERNATIONAL INSTITUTE OF MANAGEMENT TECHNOLOGY, MEERUT</b> |

#### **ACADEMIC ACHIEVEMENTS**

College Topper (ARIMT).  
 Selected as a Best Disciplined Student In "ARIMT".  
 Won 1<sup>st</sup> Prize in G.K. Quiz in "ARIMT ".

#### **PERSONAL DOSSIER**

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FATHER'S NAME	Mr. MAHENDRA KUMAR GUPTA
DOB	16/10/1988
ADDRESS	210(D) Circular Road, D.A.V. School Meerut Cantt,

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