

SHUBHANGI GUPTA

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Skills

1. Job Description Preparation | 2. Employment Regulations | 3. Recruitment | 4. General Administration | 5. Onboarding & Induction | 6. Training & Development | 7. Employee Relations/Welfare | 8. Organizational Welfare | 9. Salary Wage Administration | 10. Social Media Marketing | 11. Content Writing.

Professional Experience

- **Tredus Consulting**

[July 2018 - October 2019]

HR Recruiter

Responsible for recruitment which included searching for different job portals for the candidates for different posts, maintain a database of all the candidates and following up with them, and scheduling their interview. Performing in-person and phone interviews with candidates.

- **Zetatron Solutions Pvt. Ltd.**

[November 2019 - March 2020]

HR Executive

Responsible for providing overall HR support so that the company maximizes its employee's productivity and well-being. Collecting, sorting, and distributing any incoming job applications. Maintaining employee personal files. Writing up job descriptions. Dealing with Complaints and Grievances.

- **Outbuzz Marketing**

[April 2020 - May 2020]

HR Executive and Social Media Analyst

Developing employment-related records. Coordinating holiday and sick pay. Updating the HR diary & Calendar. Responsible for organizing skype calls and taking updates from the employees of their work. Maintain a cohesive strategy across all the platforms to increase brand awareness. Manage and help to create marketing content to socialize and use for social media purposes. Monitor and evaluate social media results on a daily basis in coordination with client goals & benchmarks.

Internships

- Completed 1 month internship with Sahara India Mass Communication, Noida
- Completed 2 months internship in Output Department with India News, Okhla
- Completed 1 month internship in News Anchoring & Voice Over with Blue Pixel Media & Entertainment, Noida
- Completed 2 months internship in Content writing with Trell

Education

Degree/Diploma	Year	Board/University
Masters of Journalism and Mass Communication	2018-2020	Guru Jambheshwar University
Bachelors of Journalism and Mass Communication	2015-2018	GGSIU
12 th	2015	C.B.S.E
10 th	2013	C.B.S.E