

# RITU GUPTA

Mobile. 9958715417, 9711673257

Email. [Reetugupta784@gmail.com](mailto:Reetugupta784@gmail.com), [riagupta221@gmail.com](mailto:riagupta221@gmail.com)

## OBJECTIVE

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge, skills and make a difference in whatever I do.

## SUMMARY

- Multifarious and result oriented professional with 8+ yrs of hands on exposure in end to end HR activities.
- Good communication skills through patient and persistent dialogue
- Ability to add value to the current culture of your concern.
- Co-operative in group and team working.

## ACADEMIC PROFILE

- B.ED (2012), Singhanian University.
- M.A (2011), Himachal Pradesh University.
- B.A (2009), SOL, Delhi University.
- H.S.C. (2006), S.K.V School, Delhi.
- S.S.C. (2004), S.K.V. School, Delhi.

## WORK EXPERIENCE

- **Currently Working with Varindera Constructions Limited Since September, 2016 to till date.**

Varindera Constructions Ltd. is the prime company of VCL Group. The company under its Chairman cum Managing Director Sh. Varinder Kumar Garg has rapidly grown over the years. The company is in the construction business. In the year 2007 the company was converted to a 'Limited' company. It is also an ISO 9001-2008 certified company.

Designation: - Sr. Executive (HR)

Reporting to Director

Responsibilities:

### 1. Recruitment & Selection

- Understanding manpower requisition from the concerned department.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Screening the candidates by conducting telephonic or personal interviews as the case may be.
- Arranging for technical interview and coordinating with the concerned person.

- Communicating the employment status to the applied candidates.
- Maintaining and updating the database of the candidates.
- Doing a background verification of the shortlisted candidates.
- Coordinate the implementation of ERP system within the company.

## **2. Induction and On-boarding**

- When a particular candidate is finalized and selected, giving him offer letter or letter of intent on joining the services, issuing appointment letter with brief working agreement or policies.
- Giving a description on the policies, procedures and culture followed by the company.
- Properly filing relevant document of the new joinee as required.
- Introducing him/her to the team and supervisor and/or manager.
- Explaining the mode of communication.
- Coordinating with the IT team to get his email id made.

## **4. Attendance and Leave records.**

- Keeping a track of the attendance of the employees.
- Filing the leave forms and keeping a track of the leaves taken.
- Seeing to it that there is not much absenteeism on any given day.
- Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.

## **5. Performance Management**

- Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.

## **6. Employee Engagement**

- Keeping a track on employee turnover and exit rate.
- Taking initiatives to engage the staff to their work.
- Taking the surveys in order to understand their engagement level and accordingly take actions.
- Planning events or activities regularly or on some occasions, getting those approved by senior management and implementing those.

## **7. Workforce Management**

- Handling the staff so that people are not dissatisfied with each other.
- Handling cross culture things.
- See to it that there is no grouping or no dissatisfied person.
- Other employee related issues.

## **8. Statutory Compliance**

- Leaves – as per the act that is applicable to you.

## **9. Exit Formalities**

- Conducting exit interviews of candidates who are resigning.
- Trying to get constructive feedback for company and trying to implement the corrective measures for them.
- Helping the person to be relieved properly.
- Issuing relieving letter and letter of experience.

## **10. Handling company website for any required updates on website.**

## **11. Handling all company vehicles related issues like Insurance renewal, road permit, Fitness certificates.**

12. Handling the Contractor's all risk policy (CAR POLICY), Workman Compensation policy (WC Policy) for construction sites all over the world.

- **Worked with Neesu Constructions Limited Since from March, 2015 to August, 2016.**

Company Profile: -Neesu construction is a privately owned construction company headquarter is in Indrapuram Ghaziabad, The philosophy of this group derives its strength through its commitment to create architectural marvel by using state-of-the-art-technology.

Designation: - Sr. Executive (HR)

Reporting to Manager (HR)

Key Responsibilities

**1. Payroll & Others:**

- Daily and monthly attendance report and all types of leave records
- Salary preparation in different process
- Advertisement for recruitment
- Sending call letter through mail or by post
- To conduct interview, preparation and check test papers
- Complete joining formalities, induction and training
- Maintenance of personal files
- Increment and promotion letters
- Handling attendance, performance planning and target planning
- Handling all types of notice and records related to departments

**2. H.R.D.**

- Recruitment
- Training and development
- Performance Appraisal
- Company policies and ethics

**3. Administration:**

- Daily late coming and absents report of employees
- Absenteeism Controlling
- Maintaining MIS Reports and Passing expense statements
- Upkeep of records
- All the details regarding employee's benefit (medical leave, incentives etc)
- Sales statistics (preparation and reporting)
- Correspondence to field staff and parties
- Salary Slips: Initiated Salary slips in the organization.
- Team building: Started group parties, Birthday celebrations and motivational games.
- Employee Relationship: Started welcoming new employees with bouquets and welcome lunch with respective Managers or Team Lead.
- Data management: Consolidated and compiled absolute data of employees in one charge sheet for better retrieval of information.
- Hiring: Streamlined hiring functionalities like developing different tests and questions. Additionally, made an appraisal form for further appraisals of employee.

- **Worked with Buenaventura Group of Companies Since from June, 2014 to February, 2015.**

Company Profile: - Buenaventura group is a Consulting Company are recruiting skilled person for various companies.

Designation: - HR Recruiter

Reporting to Team Lead

Key Responsibilities

- Handling End to End recruitment.
- Sourcing, screening of profiles from various resources.
- Scheduling interviews follow-up, maintaining database related to recruitment's file management.
- Maintain MIS

- **Worked with Ess Kay International from July, 2012 to February, 2014.**

Company Profile: -Ess Kay International distributor for Invertors & power generated batteries (Worked as HR & Admin Executive)

- **Worked with Garg Enterprises (Head Office) August 2010 to June 2012**

Company Profile: -They are the distributor for Invertors & power generated batteries (Worked as HR and Admin Executive)

#### TECHNICAL SKILLS AND TRAINING

- Microsoft Word, Excel, PowerPoint, Internet.
- Operational skills for accounting packages BUSY, TALLY ERP 7.2 & 9.0 version Active participation in various sports activities
- Web Designing course from CCMT, TRI NAGAR in 2006
- Tally 7.2 & 9.0 from L.B.S.T.I in 2010
- ERP program (SAP HR) R/3 ECC 6.0 from CDAC, Noida, in August 2014

#### PERSONAL INFORMATION

- Date of Birth : 19<sup>th</sup> November
- Gender : Female
- Father's name : Mr. Mahesh Chander Gupta
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, and Punjabi.
- Hobbies : Listening Music, Surfing Internet.

Date: \_\_\_\_\_

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Place: \_\_\_\_\_