

**Pooja Gupta**  
**pooja0711gupta@gmail.com**  
**Mob: - +91 - 7667938194**

#### CAREER SUMMARY

Having two years of experience in HR profile. Good exposure of entire Generalist role, and Compliance.

#### CAREER OBJECTIVE

Willing to work as a key player in a challenging and creative environment. To make my knowledge and skills an asset for the organization I work for. To contribute positively to the society, and the company.

#### PROFESSIONAL EXPERIENCE

Worked in Katyani Energy Solutions Pvt Ltd. in Delhi as HR-Intern(Administration) from Feb 2017 to Nov 2017.

##### **KEY RESPONSIBILITIES:**

- Attendance and Payroll Management.
- Responsible for the recruitment, selection and interviewing process in tight deadlines
- Writing job adverts, maintaining job portals(Naukri/Shine/Indeed), taking telephonic interviews
- Timely fulfilling complete new joining and exit formalities
- Documentation and MIS- ensuring all HR and administrative records are updated and maintained
- Quality check of Manpower as per the events
- Ensuring Team Work Scheduler shall reach to the management on Daily basis
- Facility Management
- Responsible for Administration Department and supervising accounts system
- Taking care of all confidential, statutory and mandatory functions

## PROFESSIONAL EXPERIENCE

Working in HealthWatch Telediagnostics Pvt Ltd.as HR Executive from Nov 2017 to till date

Work Profile: HR Generalist.

### **Recruitment:**

- ❖ Heading the complete recruitment life cycle for sourcing the best talent from diverse sources.
- ❖ Identifying manpower requirements.
- ❖ Sourcing & screening resumes.
- ❖ Interviewing candidates.
- ❖ Involved in salary negotiation.
- ❖ Heading & Conducting Campus Placements

### **Induction:**

- ❖ Addressing new joiners
- ❖ Briefing them about HR policies, rules and guidelines
- ❖ Getting the Joining formalities completed
- ❖ Issuing welcome Kit for new joiners (Id card, Biometric Access, salary account)
- ❖ Making & issuing Offer & Appointment Letters

### **Performance Appraisal:**

- ❖ Preparation of guidelines for Performance appraisals
- ❖ Co- ordination with head of departments
- ❖ Communication & Roll out of the performance appraisal & increment letters to employees

### **Employee database maintenance:**

- ❖ Maintaining monthly HR-MIS.
- ❖ Coordinating with Reporting Manager regarding the vacancies in various department
- ❖ Maintaining database, records & necessary documents/certificates of all employees
- ❖ Verification/background checks
- ❖ Opening salary accounts for new joiners
- ❖ Responsible for administering & maintaining the employee data with respect to their hire, confirmation, promotion, appraisal & termination.

### **Payroll:**

- ❖ Responsible for complete payroll.
- ❖ Maintaining attendance with all the updated leaves.
- ❖ Preparing salary sheet and forward it to Accounts for payment
- ❖ Salary Details of the new joiners to be provided to the Accounts Department
- ❖ Working on salary slabs and providing salary break up.
- ❖ Generating salary slips.

### **Compliance:**

- ❖ Enrollment of employees on Insurance,PF,ESIC & PMPRY.
- ❖ Generating Challans monthly.
- ❖ Monthly filling of contributions made, Responsible for all the insurance claims.

**Employee Grievances:**

- ❖ Handling minor to major level grievances
- ❖ Ensuring that all the issues is resolved at right time with desired result

**Exit Formalities:**

- ❖ Conducting Exit interviews
- ❖ Issuing Relieving and Experience Letters
- ❖ Conducting and is Responsible for Full & final settlement

**Celebrations:**

- ❖ Responsible for monthly birthday celebrations, events or occasional festivals.

**Audit:**

- ❖ Key role in conducting and participating in ISO Audits.

**KEY- SKILLS**

- In-depth knowledge of Recruitment/Campus Placement, Performance Appraisal, Induction, Compliance etc.
- Possess **good management** and organizational skills
- Good team player with **leadership** abilities which includes motivation of **team members**
- Goal oriented and ready to take initiatives approach
- Up to date knowledge of new market trends and technologies
- **Good communication**, organizing and presentation skills
- Proficient with computer programs as **MS office** tools (expertise in working with MS excel) Microsoft Word, Power point etc. in addition to online proficiency
- Able to do various additional official duties as assigned
- Good Knowledge on **ERP** like Numax and MeterBox.

**PROFESSIONAL QUALIFICATIONS**

Course	School/University	Specialization	Percentage
MBA (2015-2017)	Dr.AKTU University(Regular)	HR & Finance	67%
B.COM (2015)	Delhi University(Regular)	Commerce	70%

## SUMMER INTERNSHIP

- Won 1<sup>st</sup> prize in Quiz competition-2016 on Marketing and H.R. in college.
- Won 1<sup>st</sup> Runner Up prize in AD-Making Competition in College for Baggary's Product.
- Won 2<sup>nd</sup> prize in Quiz competition held by Baggary's company in college.
- Participated in Debate and Elocution on the topic (Democracy is good for India or not).
- Attended U.S.Embassy Conference in 2012 held for inter-trade policies.
- Industries Visited:- NSIC New Delhi and Anmol Biscuit Company Greater Noida.

## PERSONAL PROFILE:-

Name : Pooja Gupta  
Date of birth : 07 October, 1993  
Gender : Female  
Languages : English & Hindi

## DECLARATION:-

I hereby declare that all the above information is true to the best of my knowledge and belief.

Date:

Place:

Pooja Gupta

## PERSONAL PROFILE

Name : Pooja Gupta  
Date of birth : 07 October, 1993  
Gender : Female  
Languages : English & Hindi

### DECLARATION:-

I hereby declare that all the above information is true to the best of my knowledge and belief.

Date:

Place:

Pooja Gupta