

# Shilpa Gupta

**Address:** F.No.- 1402, Tower- A, Gardinia Square, Crossing Republik, Ghaziabad 201016

**Mobile:** +91-8743821601

**E-mail ID:** [shilpasaraswat@gmail.com](mailto:shilpasaraswat@gmail.com)

---

**Objective:** Seeking position in Human Resource Management with an organization of high repute.

## Strengths:

- Travel Arrangements for MD
- Mailing
- Prepare MOM's
- Revert on mails behalf of MD
- Coordinating with multiple peoples
- Taking Dictations
- Human Resource Management
- Recruitment/Selection
- Payroll Management/Statutory Compliances
- MIS Administration
- Grievance Handling
- Performance & Appraisal Management
- Motivation
- Admin
- Assistance

---

## Career Profile

- ◆ Executive Assistance in handling MD travel Arrangements, Apply for Credit cards. A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.
- ◆ **HR professional** experience in handling Human Resource Management, Recruitment, Payroll Management and Performance appraisal and Assistance.
- ◆ Experience in handling modern HR system with skills in maintaining harmonious relations among management & employees as well as ensuring prompt resolution of employees' grievances.
- ◆ Conversant with recruitment, Induction programmes, performance management and the exit interview process.

---

## Work Experience

**Organization:** LAUREATE CLOTHING CO., NOIDA

**DURATION:** March-18 – till date

**Designation:** Executive Assistant

**Organization:** TATA CONSULTANCY SERVICES, GURGAON

**Duration:** Jun-14- Jan 15

**Designation:** Executive Assistant

**Organization:** HI-TRAC MANPOWER SERVICES, GURGAON

**Duration:** Jan-14 –May14

**Designation:** Executive (HR)

**Organization:** Cosmo Construction Company, Jaipur

**Duration:** June 2010 – July 2011

**Designation:** Executive (HR & Personnel)

## 1. LAUREATE CLOTHING CO.

**Job Purpose:** To provide support for top level executives by providing executive level administrative support by providing clerical support, receiving clients and visitors, arranging travel and correspondence, and scheduling meetings. May also be responsible for training and supervising lower level clerical staff.

### **Roles and Responsibilities**

Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.

Taking follow ups with the company employees for their task to given by MD.

Revert on mails behalf of MD.

Apply for passports, renewal application for passport

Answering and directing calls to appropriate executives and parties, taking messages.

Greeting visitors and determining access to appropriate parties.

Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.

Prepare flow maintenance sheet for production work. Make payments for their bills like telephone, Credit cards etc...

Prepare MIS Reports by pivot table.

## 2. TATA CONSULTANCY SERVICES

**Job Purpose:** To provide support for top level executives by providing executive level administrative support by providing clerical support, receiving clients and visitors, arranging travel and correspondence, and scheduling meetings. May also be responsible for training and supervising lower level clerical staff.

### **Roles and Responsibilities**

Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.

Answering and directing calls to appropriate executives and parties, taking messages.

Greeting visitors and determining access to appropriate parties.

Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.

Opening, sorting, and distributing correspondence, including email, faxes.

### **3. HI-TRAC MANPOWER SERVICES**

- ✓ Handling 11 companies full payroll like Salary Process by Visual Pay, Leave Maintenance, Bonus, Over time.
- ✓ Maintaining their compliance Like issue ESIC numbers, ESIC deduction, PF deductions.
- ✓ Responsible for statutory compliance audits
- ✓ Maintaining all legal registers and audit file (Form-20, Form 10, Form-11, Form-9, Contract License, Form-6A, wage registers, ESIC & PF Summary with challans, LWF Return etc.)
- ✓ Preparing ESIC and PF summary for all companies.
- ✓ Prepare arrears.
- ✓ Prepare final bill for client with added employer PF & ESIC contribution, LWF contribution, Service charge and service tax.
- ✓ Maintaining all companies' employee records with salary sheets.

### **4. COSMO CONSTRUCTION COMPAY**

- ✓ Preparing the fortnightly manpower report for corporate office, Attrition & Turn-Over Analysis Report on monthly & Yearly basis.
- ✓ Creating Organograms/Position Structures and updating up of present & past employee database.
- ✓ Updating office timing and maintaining leave, Comp-off & attendance of the employee, Leave encashment.
- ✓ Maintaining daily attendance, EPF-ESIC-Forms, Returns & Chalans.
- ✓ Monitoring late coming, absenteeism & present report.
- ✓ Preparing Salary with Saral Pay Pack (the Payroll software), creating up of salary statement in regards to the working days and paid leaves.
- ✓ Maintaining and performing the salary structure and salary slips.
- ✓ Ensure timely compliance every time.

### **Recruitment, Resourcing & Development:**

- ✓ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ✓ Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- ✓ Responsible for smooth functioning of joining formalities and conduct Orientations program for new employees.
- ✓ Establishing and maintaining relations with the campus, consultants and other external Overall co-ordination of manpower planning, recruitment, induction & ensuring cultural fit.
- ✓ Design & Implement the employee referral program.
- ✓ Ensure timely and effective reporting with both local and functional managers to ensure both are aware of key activities, issues and events relating to the Human Resources function.

### **HR Personnel:**

- ✓ Maintaining employee's database and ensuring completion of personal files; formulating a competitive and future friendly approach to insure retention
- ✓ Handling the joining formalities (Reference Checks, Collection of Personal & Professional Information, Bank Formalities, Med-claim & Induction/Orientation Programs).
- ✓ Providing adequate facilities to the new employee – I Card, Uniform etc.
- ✓ Managing employee benefits including the rewards system.
- ✓ Organize various events focused on associate engagement and motivation.
- ✓ Conducting Employee Satisfaction Survey and Based on inputs from the survey & pulse meetings conducted, chalked out an action plan, which helped improve organizational environment.

- ✓ Handled Counseling/grievance of employees to maintain a healthy work environment and facilitate employee satisfaction.

#### **Separation:**

- ✓ Exit formalities.
- ✓ Coordinate exit interviews & highlight attrition trends to Managers & leadership team for correctives.
- ✓ Ensure timely completion of full & final settlement.

#### **Key Accomplishments**

- ✓ Star performer of Q1 (2010-11).
- ✓ Circle recruitment before target date (Approx. 50 no.)
- ✓ Design & Implement of Employee Data Management System & employee referral program.

---

#### **Trainings**

#### **Attended:**

Summer Internship with Reliance Human Resource Services in Payroll & Recruitment services.

---

#### **Academic**

#### **Credentials:**

2010	Masters in Human Resource Management from St. Wilfred's PG College, Jaipur.
2008	B.Com from Vedic Kanaya PG College, Rajasthan University, Jaipur.
2005	12th from Gourang Vidhyapeeth (R.B.S.C.), Jaipur.
2002	10th from Liberty Child Public School (R.B.S.C.), Jaipur.

---

#### **Personal**

#### **Minutiae:**

Date of Birth : 03<sup>rd</sup> June 1989  
Languages : English, Hindi  
Marital Status : Married

**Date:**

**Place: Ghaziabad**

**Shilpa Gupta**