**Pooja Gupta**

**pooja0711gupta@gmail.com**

**Mob: - +91 - 7667938194**

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

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| 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. |

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| 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 * Responsibile for Administration Department and supervising accounts system * Taking care of all confidential, statutory and mandatory functions |

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| 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. |

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| 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. |

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| PROFESSIONAL QUALIFICATIONS |
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| SUMMER INTERNSHIP |
| * Won 1st prize in Quiz competition-2016 on Marketing and H.R. in college. * Won 1st Runner Up prize in AD-Making Competition in College for Baggary’s Product. * Won 2nd 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

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