

# Deeksha Gautam



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## Summary

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3.5 years of experience in technical and non-technical profiles in the fields of IT, BANKING & INSURANCE. Working experience on portals like Naukri, Monster, Linked In, Times jobs and so on.

## Experience



### Human Resources Specialist

Betasoft Solutions Pvt. Ltd.

Mar 2021 - Nov 2021 (9 months)

1. Handled the recruitment for technical profiles.
2. Worked on different job portals like Naukri, Indeed, Times Job, Monster ,Shine, LinkedIn etc.
3. Highly proficient in HR Coordination.
4. Proficient in negotiation and candidate handling skills



### Human Resources Executive

HR at Upbrighter Services

Mar 2019 - Sep 2020 (1 year 7 months)

1. Handled the recruitment for technical and non-technical profiles individually.
2. Worked on different job portals like Naukri, Indeed, Times Job, Monster ,Shine, LinkedIn etc.
3. Highly proficient in HR Coordination.
4. Proficient in negotiation and candidate handling skills



### Human Resources Executive

Kind Infotech

Aug 2018 - Jan 2019 (6 months)

1. Handled overall recruitment process.
2. Conducted various employment engagement activities.
3. Handled bulk recruitment drives independently.
4. Proficiently handled all the day to day HR activities



### Recruiter

Orange

Aug 2017 - Jul 2018 (1 year)

1. Handled recruitment process for IT, BANKING & INSURANCE profiles.
2. Worked on various job portals viz., Naukri, Monster, Indeed, Times jobs so on.
3. Experienced in complete recruitment life-cycle, for both technical and non-technical resources.

## Education



### **Kendriya vidyalaya**

10th

2009 - 2010



### **Kendriya vidyalaya**

12th, Business; Commerce

2011 - 2012



### **Government College Dhaliara - Himachal Pradesh**

Bachelor of Business Administration - BBA, Human Resources Management and Services

2012 - 2015

CGPA - 7.04



### **Post Graduate Degree College Dharamshala - Himachal Pradesh**

Master of Business Administration - MBA, Master of Business Administration - MBA

2015 - 2017

CGPA - 7.02

## Skills

Screening Resumes • Executive Recruitment • Microsoft Office • Performance Management • Employee Engagement • Exit Interviews • Employee Grievance • Offer Generation