**SHILPI GUPTA**

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**PROFESSIONAL SUMMARY**

Over 5 years of established professional credentials of successfully managing HR Department, Pre & Post Recruitment process, Employees induction, Performance Management, Employee Relations, Training & Development ,Statutory compliances, manpower planning, Grievance Handling, IR etc.

- Developed improved strategies for business process development in close coordination with managers at top echelon of organization.

- Experience of developing employee’s handbook in mutual interest of employer and employees.

- Highly diverse experience in HRD, OD, HRM, BEHAVIOURAL TRAININGS.

- Experience of Administration department.

- Initiate positive changes in companies Learning Development Strategy

**Technical Skill:**

- Applications: MS–Excel

-Net Sufferings

-MS-Word

**Personal Qualities:**

- Possess effective communication skills, interpersonal skills, people management skills and a strong personality; this supports managing people of different levels and background efficiently

- Strong analytical, problem solving mind, good strategic planner, can solve critical business situations in proactive manner

- Highly positive attitude, adaptable to demanding situations.

- Quick Learner.

- Motivator

**Key Responsibilities Handled:**

- Employee Relations

- Providing an enabling workplace by effective and timely resolution of employee grievances and ensuring compliance to policies and code of conduct by the employees

- Conducting employee communication sessions for employees across various profiles

- Responsible for managing employee transfers/ relocation to ensure optimum manpower utilization

***- Salary maintain/Attendance Maintain/PF/ESI formality/joining formalities/Documentation/***

***- Induction /training provision of employee/Performance appraisal/event organization***

***- Coordinate with vendor for creation of ID Cards n Visiting Cards.***

***- Processing the full& final settlement from the employees.***

- Managed the admin activities independently as per the expectation of the company.

- Reduced the number of grievance effectively.

**Employer**

***Celeste Chocolates pvt.ltd from -january2019 to till now***

**Designation— HR Manager (Delhi)**

-Joining formalities

-Induction of employees

-Training & Development

- Attendance Maintenance. Manually & Biometric Both

- Resource Management by portals n other sources.

- Record keeping & Documentation

-Incentive review

- Performance appraisal

-Database management

-Payroll process.

-PMS Prepared

OT & Leave Adjustable

Leaves & Bonus Record

***Gokul Amrut Milk Products pvt.ltd from -january2017 to January 2019***

**Designation— Plant HR Head**- (Muzaffarnagar)

Joining formalities

Induction of employees

- Attendance Maintenance. Manually & Biometric Both

- Resource Management by portals n other sources.

- Record keeping & Documentation

-Incentive review

- Performance appraisal

-Database management

Payroll process.

Location Tracker maintains Report.

Demand & Supply maintain Record

Track Sheet Record of VLC’s

OT & Leave Adjustable

Leaves & Bonus Record

***Lake wine pvt.ltd from Dec.2015-january2017***

***-* Designation – HR Generalist**

- joining formalities

Induction of employees

- Attendance Maintenance.

- Resource Management by portals n other sources.

- Record keeping & Documentation

-Incentive review

- Performance appraisal

Database management

Payroll process.

***-*** *Coordinate with vendor for creation of ID Cards n Visiting* ***Cards.***

*Processing the full& final settlement from the employees****.***

**- Friends & Company PMS Pvt. Ltd. from August 2013-Dec 2015**

**Designation – HR Generalist and Recruiter**

-Key Responsibilities Area

-Manpower demand management, Initial candidate screening, Salary Negotiations

-Attendance processing Payroll processing

- Employee Training & Development

- Conduct regular employee feedback session with company management for appraisal processing

- Prepared Training calendar.

- Managing 2 Fields (INSURANCE& REAL-ESTATE) Units of Company.

- Helpdesk for workers.

- Perfect implementation of IR activities

**-Future Institute of Management College from january2011-july 2011**

**Designation-Office Coordinator & Counselor**

(Counseling of Parents & Students & Maintain the whole record of warehousing

& Event Organization)

**Academic Qualifications**

- B.B.A. from Rohilkhand University (Bareilly) in 2011

- M.B.A (Marketing & HR) from Mahamaya Technical University (Noida) 2013

**Academic Project Undertaken**

**H.C.L. Pvt. Ltd. (Summer Internship)** from April 2013–June 2013 (2 months)

**Title: Benchmarking the Recruitment Practices**

- Studied and analyzed the present Recruitment Practice

- Interacted with various vendors and designed and established a new system of Pre-employment

**Vaddilal Pvt. Ltd. (Summer Internship) from April 2009-june 2009**

**Title: Employed Relation**

- Maintain the whole employed worked DPT.

-listen their problems

-Survey of their all grievances

-Studied & analyzed of their working hour, wages etc.

-Learn the grievances Handling Skills

**Achievements**

- 1st prize in Dance Competition in Lucknow (2011)

- First prize at Paper Presentation in College level (2012)

- 1st prize of good Event organizer by the Future Team (2009)

- 2nd prize in Market & Survey Report in Lucknow (2011)

-Best award for the Team-coordinator at College level (2011

- Conciliation prize in Grainer beauty contest in Lucknow 2011

**Personal Details:**

Date of Birth: 30th March, 1991

Father Name: Mr. Sunil Kumar Gupta

Language Known: English, & Hindi.

Permanent Add: Bareilly

Reference …

Date ---./ ----s/2019 Place…… …………