**CURRICULUM VITAE**

**KARTIK GUPTA**

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**Career Objective**

* Seeking a challenging position in the field of Human Resource so as to utilize my skills for organization and individual growth.

**Skills set**

* Strong problem-solving ability,
* Good communication skills,
* Ability to deal with people diplomatically,
* Quick learner

**Educational Qualification**

* Intermediate in 2016 from Central Board of Secondary Education (CBSE) in Commerce Stream with 86%.
* Bachelor’s in vocational studies (Software Development) from Integrated Institute of Technology from Guru Gobind Singh Indraprastha University / GGSIPU affiliated, Govt. of NCT of Delhi with 76%.
* Appeared for Final year exams of Masters in Business Administration (HR&IT) from Vivekanand Subharti University distance education, Meerut.

(Result Awaited)

**Technical Skills**

* Recruitment
* Onboarding
* HR Coordination
* Background Verification
* Exit Interview
* Onboarding
* Employee Grievances
* PF/ESI

**Languages Known**

* English
* Hindi

**Interests and Hobbies**

* Travelling
* Business management
* Data analysis
* Marketing

**Projects Undertaken**

* **Corel draw:** Various animations and logos were drawn in my 2nd Semester internship at Delsoft.
* **Learnt core java: -**Studied about various packages and syntax in java programming and learnt some concepts of programs in my 3rd Semester internship at Delsoft.
* **Cloud computing: -**Studied cloud computing and warehouse application in my 4th Semester internship at Delsoft.
* **Employee Morale: -** Gone through a project on study of employee morale at company.

**Work Experience**

* Worked with Wipro HR Services India Pvt. Ltd. From June 2019 till July 2020.

Roles and Responsibilities

1. Handling client queries related to healthcare and payroll domain over the calls and chats.
2. Working on escalations raised by clients.
3. Recruited people internally from different processes.
4. Coordinating with the internal backend teams and external teams to get the query resolved.
5. Worked with the employee engagement team to help, implement and innovate new ideas for engaging the employee just like Fun Friday Activities.
6. Grievance Handling of clients.
7. Recruitment for the profiles of healthcare workers, Insurance agents and Doctors.
8. Provided training related to domain knowledge to the new joiners and helped them in resolving their queries.
9. Taking care of the Performance Management System of team members.

* Worked as an HR Executive in Viraaj Ventures from March 2021 till September 2021

Roles and Responsibilities

1. Handling the end to end in house recruitment of Sales, Digital Marketing, US IT Staffing etc. (Portals like Naukri, Indeed, Job Hai, Shine, Intern Shala and Hirect)
2. Interviewing candidates on the basis of their experience and designation.
3. Coordination with the new joiners for the documentation and onboarding.
4. Letter generation (Offer/Appointment, Promotion, Increment, Termination and Confirmation Letter)
5. Assisting in implementation of a new HRIS for the company.
6. Did the background verification for the new employees which were being hired in the company.
7. Coordination with the consultancies for the interviews done and joining update.
8. Taking care of the exit interviews and clearance form.
9. Handling a team of interns and training them.
10. Taking care of the Employee engagement activities.
11. Grievance Handling of different teams.

* Currently working as an HR Manager in Mogi I/O from September 2021. (Freelancer)

Roles and Responsibilities

1. Sourcing candidates from the job portals like Naukri, Indeed, Monster, Shine, Hirect, Apna, Internshala, LinkedIn etc.
2. Screening the candidates on the basis of requirements such as for QA, SDE1, SDE2 & SDE3.
3. Coordinating with the candidates for the interview.
4. Generating the LOIs, Offer Letters and Appointment Letters.
5. Taking care of the induction and training of the new joiners.
6. Creating the job descriptions and manage job postings on various portals.
7. Campus Recruitment for Tech Trainees and QA profiles.
8. Handling a team of interns and training them respectively.
9. Salary negotiations and onboarding.
10. Implemented a performance management system to keep a track of employee’s individual performance and team’s performance as a whole.

**Professional Certifications**

* Human Resource Management by eLearning College.
* Succession Planning by LinkedIn Learning.
* Onboarding New Hires as a Manager by LinkedIn Learning.
* Human Resource: Pay Strategy by LinkedIn Learning.
* Managing Employee Performance Problems by LinkedIn Learning.

**Personal Details**

* Date of Birth - 15th August,1998
* Address - BH-253, East Shalimar Bagh,

New Delhi-110088

I would welcome the opportunity to meet with you and discuss my experience and suitability in further detail. Thank you for your time and consideration.

**(KARTIK GUPTA)**