Priya Gupta

Seeking Opportunity In Field Of Human Resource

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**Profile Summary**

Ambitious Human Resources trained to coordinate, execute and deliver HR programs related to recruitment, benefits, workers compensation and other HR projects and processes. Demonstrates solid analytical, problem-solving and presentation skills to foster excellent relationships and credibility at all levels of organization. Self-motivated, driven and displays initiative to prioritize tasks and handle numerous assignments simultaneously.

**Skills**

Talent management

Training development

Benefits and compensation

Pre-Employment Screening

New employee training

Performance Appraisals

Recruitment strategies

**Work History**

**2022-04 – Present: HR Recruitment Specialist**

***Promaynov Advisory Services Pvt.Ltd.***

* Sourced and selected applicants for technical positions for different clients.

Used Boolean searches to develop applicant portfolios for expected openings.

Referred candidate resumes to customer account managers for evaluation and submission.

**2021-01 – 2022-03: HR Generalist Intern**

***BLITZ JOBS***

* Onboarded new hires and set up training.
* Wrote and posted technical job descriptions Built and executed sourcing, assessment and closing approaches to manage return on investment expectations.
* Referred candidate resumes to customer account managers for evaluation and submission.
* Sourced and selected applicants for technical positions within company.
* Used Boolean searches to develop applicant portfolios for expected openings.
* Developed and deepened relationships with college campus representatives to meet with graduating seniors for recruitment.

**2020-06 – 2021-07: HR Intern**

***SOLUTION GRAPH***

* Worked with HR team to coordinate company events. Took messages and provided information about company processes, hours and requirements.
* Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
* Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
* Evaluated strengths and weaknesses of candidates through effective screening processes.
* Verified applicant references and employment details
* Operated and maintained applicant tracking and candidate management systems.
* Developed and deepened relationships with college campus representatives to meet with graduating seniors for recruitment.

**2018-09 – 2019-10: Recruitment Consultant**

***BEAN HR CONSULTING***

* Completed human resource operational requirements by scheduling and assigning employees.
* Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
* Coordinated with IT team leaders to forecast hiring needs and department goals.
* Onboarded new hires and set up training.
* Wrote and posted technical job descriptions Built and executed sourcing, assessment and closing approaches to manage return on investment expectations.
* Referred candidate resumes to customer account managers for evaluation and submission.
* Sourced and selected applicants for technical positions within company.
* Used Boolean searches to develop applicant portfolios for expected openings.

**2017-05 – 2018-07: HR Executive**

***RRPN GROUP OF SOLUTIONS***

* Maintained "open door" policy to encourage employee communications and resolution of issues.
* Provided guidance and consultation to district managers to identify strategies to meet short and long-term business needs.
* Tracked and reported metrics to identify trends and establish goals to meet business needs.
* Drafted and implemented policies, procedures and employee handbook for employees.

**Education**

* MBA: Awaiting Results *IGNOU*
* Masters, Applied Psychology *Jamia Milla Islamia in 2016*
* Bachelors in Arts(hons)Applied Psychology *Vivekananda College in 2014*

**Accomplishments**

* HR Generalist by Jobseeker Hub
* HR Operations by Jobseeker Hub
* IT Recruitment by Jobseeker Hub
* Performance Management and Competency Mapping by Globsyn Business School
* Career Edge- Knockdown the Lockdown by TCS
* Certificate on Interview Preparation by Jobseeker Hub

**Software**

* Window-98, Window-XP, Window-7 and Window-10
* MS- Office (Word, Excel & PPT) ,Tally-1 and CCC

**Languages**

* Excellent English
* Excellent Hindi