

NEETIKA GUPTA

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OBJECTIVE & CAREER SUMMARY

An articulate, competent and confident professional, I have an in-depth understanding of HR Recruitment and Selection in particular Organization. I am able to think creatively from both a customer satisfaction and profit, and possess the unique experience of having previously worked in a start up environment. I am a determined HR Executive professional, who is able to recruit variety of high end services in a competitive environment. I have experience with different industries like IT, Automotive, NonIT etc. Right now I am looking for a rewarding position that offers the chance to play a key role in Human Resource Management.

WORK EXPERIENCE

Senior IT Recruiter - IDC technologies solutions India Pvt Ltd – Noida, India – since January 2022 to Till Date.

Clients: TCS, Congnizent, Capgemini, NTT Data (C2H, FTE)

Responsibilities:

As a Lead Recruiter to identify job vacancies, draw up job discription, understand the kind of personality required to perform well in the organization.

Approach suitable candidates for higher level positions. Building strong network of contacts for open positions.

Arranging the Interview, updating the candidates, Assessment, and Shortlisting Processes.

Maintain and grow database to Secure future mandates.

Coaching and training to junior or entry-level recruiters.

Assistant Team Lead - INNOVA AM TECH LLP Joint Venture JABRA CONNECT – Noida, India – since July 2019 to January 2022

Clients: Capgemini, Genpact, HCL, Mindtree, TCS, Birlasoft, cofogs, Infosys, Tech-Mahindra, EC-Council. (C2H,FTE)

■ Responsibilities:

■ Team handing, monitor, and supervises a group of employees to achieve goals.

- Coach and mentor junior or entry-level recruiters. Prepared to help up and coming Recruiters with training in both hard and soft skills.
- Involved in end-to-end complete life cycle of the recruitment process. Sourcing, Screening and Shortlisting the Candidates in accordance to the requirements. Maintaining strong database on various skill sets.
- Sourcing profiles using Web Portals like Naukri, Shine, Monstor, Times and Internal databases, job postings, Referrals, LinkedIn.
- To shortlist resumes for assigned open positions as per the job description.
- Maintaining & updating the Database
- Co-ordinate in selection process with the client as well as with candidate.

HR Recruiter - RIGHT ADVISORS PVT LTD partner of GLASSFORD INTERNATIONAL – Nehru place, India – Talent Acquisition group, since July 2015 to Dec 2015.

Clients: Aditya Birla group, SCM, Honda, Jaquar , Flipkart, Amazon, kargil. (FTE)

HR Recruiter - BHARDWAJ PLACEMENT SERVICES – Noida, India – since Nov 2014 to June 2015.

Clients: Bajaj Allianz, policy bazar, concterix , Crompton. (FTE)

EDUCATION

- **MBA (HR & FINANCE)- Gautam Buddha University, Greater Noida, India- 2014**

Training and Project during my degree

Project: HR (Recruitment & Selection)

Organization: Mahindra GSP Motors, Gurgaon, Haryana.

Duration: 06 weeks

- Bachelor of Commerce - MJP Rohilkhand University Bareilly, India- 2011
- Intermediate Examination (Commerce Group) - U.P. Board of Education, India- 2007
- High School Examination - U.P. Board of Education, India- 2005

PROJECTS & WORKSHOPS

- HR Meet organized by School of Management and Corporate Relation Cell at School of Management, Gautam Buddha University, Greater Noida by corporate experts.
 - One-day workshop on TQM (Total Quality Management) Operation Management 2014.
 - One-day workshop on Entrepreneurship" by National Small Industries Corporation (NSIC) 2014
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ACHIEVEMENTS

- UPTU - 2012 Qualified.
 - I have got 'A' Certificate in National Cadet Corps from 8 U.P. Girls Battalion in the year 2003.
 - I have worked for 240 hours with National Security Service (NSS) in the year 2007.
 - Participated in interschool drawing competition.
 - Participated in speech.
 - Participated in sports meet at college level.
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COMPUTER SKILLS

- Knowledge of MS Word, Excel, PowerPoint.
 - Intermediate knowledge of C, C++.
 - Basic knowledge of SPSS.
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INTERESTS

- I enjoy travelling, listening music.
 - Motivating people for charity.
 - Raising funds for widows and children of soldiers.
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PERSONAL DOSSIRE

- Father's Name: SUB Tilak Raj (Retd.)
- Date of Birth: 02 July 1989
- Nationality: Indian
- Sex: Female
- Marital Status: Unmarried
- Familiar Languages: English

Date: July 2022

Place: New Delhi
