

AMAN GUPTA

Senior Executive HR

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📍 Faridabad



SUMMARY: OBJECTIVE

- An expert HR Professional, known for energetic and cooperative attitude, having sound knowledge of end-to-end recruitment & employee engagement, training & business development.
- Seeking a challenging job in the field of Human Resources, where I can effectively contribute my interpersonal skills. Put my best foot forward and give my best to the Organization. Always be open to learning.

EXPERIENCE

Senior Executive HR

Aspire Code

📅 10/2023 - Present 📍 WFH

- Responsible for end-to-end recruitment.
- Client Management - Acted as the main contact for clients in my organization, collaborating closely to understand their needs and align efforts to meet requirements effectively.
- Team Management - Mentored 3 recruiters, daily from assigning requirements to submissions.
- Sourcing - Found candidates on different job portals and shared job listings on various related platforms.
- Business Development - Led efforts in business growth for the company by acquiring new clients through LinkedIn and referrals, expanding the organization's clientele.
- Documentations - Completed onboarding documents for new clients and generated final invoices upon the joining of each candidate, ensuring accurate and efficient documentation processes.
- Successfully closed diverse positions in areas including Retail, BFSI, Manufacturing, Sales, Ed-Tech, Logistics, CA roles, Insurance, Mechanical, FMCG, Marketing, and more
- Decreased hiring time by communicating efficiently on professional platforms such as LinkedIn, Indeed, IIM Jobs, Apna, and Hirect.

Senior Executive HR

AccuCARO Consulting Pvt. Ltd.

📅 07/2022 - 09/2023 📍 WFH

- Responsible for end-to-end recruitment.
- Team Management - Mentored 8 recruiters, daily from assigning requirements to submissions.
- Client Management - Collaborated closely with clients to gain a deep understanding of their business requirements and align recruitment efforts accordingly.
- Effectively led the recruitment process for 10-12 clients, covering a wide range of 30-35 roles, including both IT & Non-IT positions.
- Sourcing - Sourced candidates from diverse job portals and posted job listings on various complimentary platforms.
- Utilized both conventional and non-conventional recruitment methods, including database searches, internet sourcing, employee referrals, and headhunting, to source candidates.
- Managed client meetings to gather requirements and carefully documented meeting of minutes (MOM).
- Executing retention strategies to reduce back-offs (attrition).
- Conducting salary negotiations with selected candidates, pre-offer.
- Leading weekly training sessions to brief my team members on job descriptions.
- Successfully closed diverse positions in areas including BFSI, Manufacturing, Actuarial, Developer, Sales, Ed-Tech, Logistics, Healthcare, CA roles, Insurance, Mechanical, Automobile, Marketing, and more.
- Reduced time-to-hire through effective communication on professional platforms like LinkedIn, Indeed, IIM Jobs, Apna, and Hirect.

Associate Recruiter

Ed Aura Technology

📅 01/2022 - 06/2022 📍 Faridabad

- Managing the entire recruitment process from start to finish.
- Working on both IT & NON-IT requirements.
- Working closely with the hiring managers to fulfill the hiring needs.
- Screening candidates through telephonic call and scheduling them as per hiring members schedule.
- Responsible for checking references, negotiating terms with candidates, coordinating the interview process, following up until closure/joining.

SKILLS

Recruitment Life Cycle Client Management Team Management End-to-End Recruitment C2H

Permanent Staffing Sourcing Business Development Client Acquisition Mass Hiring

IT/NON-IT Recruitment Likedin Sourcing Salary Negotiation Talent Acquisition Ledearship Excel

Word Google Spreadsheet

EDUCATION

B. Tech. (CSE)

[Manav Rachna Educational Institutions](#)

📅 07/2018 - 06/2022

Intermediate

[Rawal International School](#)

📅 03/2016 - 02/2017

High School

[Rawal International School](#)

📅 03/2014 - 02/2015

LANGUAGES

English

Hindi