



CONTACT INFO

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PROFILE

A motivated and results-oriented HR professional with a strong foundation in Human Resource Management, Business Management, and marketing skills, which have enabled me to develop a strong understanding and analysis of human behaviour and coordinate with people and sound teamwork skills as well. Possessing a bachelor's degree in Business Administration. I have

ADITYA GUPTA

WORK EXPERIENCE

CARS24 [HR Associate]

[28th August 24']- [Till date]

- Spearheaded recruitment delivery for the North franchise of CARS24, ensuring alignment with business goals and adherence to global recruitment policies, systems, and procedures.
- Developed, implemented, and ensured compliance with global recruitment strategies, including innovative selection techniques to attract and secure top-tier talent.
- Managed end-to-end bulk recruitment drives for sales and managerial roles, achieving closures for 50+ positions monthly.
- Designed and executed high-impact recruitment campaigns to attract a large pool of qualified candidates within tight timelines.
- Partnered with business leaders to forecast bulk hiring needs, ensuring alignment with organizational growth and workforce planning strategies.
- Reviewed monthly hiring charts and partnered with business stakeholders to evaluate progress and address hiring challenges.
- Built and maintained strong relationships with function heads and hiring managers to understand current and future hiring needs, provide strategic advice on recruitment processes, and set expectations on hiring mandates.

cultivated a deep understanding of human behaviour, teamwork, and strategic business operations. With a proven ability to analyse candidate qualifications, ensure compliance, and build strong relationships, I am poised to contribute significantly to an organization's growth and success.

Poised to transition into a more impactful role within the Human Resources department. With a keen eye for detail and a passion for ensuring accuracy and compliance, I have honed my skills in assessing candidates' credentials and validating their qualifications. Now, driven by a desire to contribute to an organisation's strategic growth and foster an inclusive work environment, I aim to leverage these skills and further pursue my passion for human resources and business management, thus seeking a job for the same.

- Conducted in-depth analysis of industry trends, including salary benchmarks, benefits, and employment practices, to inform strategic hiring decisions.
- Conducted weekly team and hiring manager reviews to assess mandate progress, identify challenges, and refine strategies. Organized fortnightly strategic hiring reviews with business heads across India.
- Partnered with India leadership and onshore hiring managers to manage cultural nuances, set expectations for India-specific recruitment processes, and track the progress of strategic hiring projects.
- Leveraged advanced applicant tracking systems (ATS) and recruitment software to optimize hiring workflows and ensure efficient candidate management

Rosemoore | | 360 Realtors LLP [HR Executive]

[1st September '23]- [31st March '24]

- Talent acquisition and recruitment processes while focusing on talent management, retention, and attrition control.
- Provide input to ensure that teams consist of diverse, qualified individuals.
- Training and induction, exit interview.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Collaborate with multiple teams to execute the organization's long-term mission and goal and identify ways to support this mission through talent management.
- Ensure that staffing needs are being met with a long-term strategy in mind.
- Devise and implement sourcing strategies, such as an employer branding initiative, to build pipelines for potential applicants.
- Form close relationships with hiring managers to ensure clear expectations for candidates and interviewers.
- Coordinate with hiring managers to identify staffing needs and candidate selection criteria.

EDUCATION

School – 2019

Delhi Public School Sec – 45,
Gurgaon

College –

Amity University, Noida

Graduation – 2019-2022

Bachelors in Business
Administration [B.B.A],
[Specialized - HRM]

COURSE ATTENDED

Personal Development

SOFT SKILLS

- Target oriented
- Detail oriented
- Team building skills.
- Effective communication skills
- Multi-tasking
- Proficient reading and writing skills.
- Good analytical skills
- Good time management skills
- Logical and quick thinker

I.T SKILLS

• Software

Installation, debugging,
Microsoft office, Word,
power-point, excel, outlook.

• Operating systems

Microsoft windows 10,
windows 8, window 11,
macOS, Android, IOS

- Source applicants through online and offline channels, such as LinkedIn, Consultants, and other professional networks.
- Create job descriptions and interview questions that reflect the requirements for each position.
- Compile lists of most-suitable candidates by assessing their CVs, portfolios, and references
- Maintain records of all employees
- Hiring for Parent company – 360 Realtors LLP
- Worked on different real estate positions: Associate Sales, Senior Associates, Consultant, and team leading profiles.
- Worked on GRC-, HR Executive
- Conducted Campus drives- Amity Noida, IILM Gurgaon, IBMR Gurgaon
- Conducted Employee Engagement activities like- Zumba, cricket matches, health camps.

OnGrid - Background verification platform [Analyst-1]

[2nd January 23']- [31st August]

- Proficient in utilizing various databases and online tools to verify employment history.
- Skilled in conducting in-depth interviews with references, former employers, colleagues, reporting managers, to gather accurate and comprehensive data for employment verification purposes.
- Proven ability to analyze and interpret complex information, identifying discrepancies and red flags to provide accurate and reliable reports.
- Excellent attention to detail, with a meticulous approach to verifying and cross-referencing data to ensure the authenticity of information provided by job applicants.
- Exceptional communication skills, both written and verbal, enabling effective interaction with candidates, employers, and third-party agencies involved in the verification process.
- Proficient in producing clear and concise reports summarizing findings, including any potential issues or concerns identified during the verification process.
- Ability to work independently, managing multiple verification cases simultaneously while adhering to

strict deadlines and maintaining the confidentiality of sensitive information.

- Strong ethical standards and a commitment to upholding professional integrity in all aspects of the background verification process.

PINKERTON CORPORATE RISK MANAGEMENT [Research Associate]

[29th June 22']- [15th December 22']

- Responsible for completing confidential background investigation of applicants under consideration for hire by various contacted employers, Gathering, compiling, and analysing relevant facts.
- Proficient with multiple software platforms and modern computer technology
- Assessed data from various databases and information systems to check for inconsistencies related to the applicant's previous employments.
- Compiled findings and submitted individualized reports back to clients for employment offer determinations.
- Completed full background investigations for corporate clients needing pre-employment, post-employment, and updated screenings.
- Handled big clients such as Accenture, Wipro, Tata Consultancy Services, Nokia.
- Manage inbound/outbound calls for employment, education, and reference.
- Maintained effective records for all calls and mail. Ensure all verifications are sent out and followed up on in a timely manner.
- Coordinating with internal departments to ensure that all documentation is complete and accurate without any insufficiency.