

Sanjula Gupta

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PROFESSIONAL SUMMARY

To learn and utilize my professional abilities and experience for the maximum benefit of the organization and to get a place for myself while working for the organization.

EXPERIENCE

HR Administrator, 12/2021 - Current

GAA Advisory - Gurgaon

- Administer the onboarding process of newly hired employees and first day orientation to acquaint them with the company's operational procedures and policies
- Assisted the HR Manager in accomplishing various human-resource-related activities
- Provided immediate response to a general inquiries regarding HR Policies, employment laws, and compliance
- Conduct exit interviews documenting all feedback in accordance with the established HR standard operating procedures
- Developed and posted vacancy announcements by leveraging online to attract highly qualified candidates and develop a talent pool.
- Making ESI and PF challan on payroll software (Kredily).
- Talent Acquisition (Pre and Post) - End To End Recruitment process
- Sourcing candidates (using various job boards, Campus Hiring, Interview Drives, Scheduled Interviews, Referrals, etc...)
- Selecting right candidates for right position
- Offer, Appointment letter, Joining formalities
- Background Verification (BGV)
- Responsible for Attendance and Time Monitoring, Timesheet, etc
- Taking care of Employees Self Services (ESS) Portal and insist Employees to utilize in this portal for (Leave, OD, In and Out Time Checking, Mis punch, etc.)
- Payroll Processing and Salary distribution
- Taking care of Employees Medclaim Group Medical Insurance (GMC)
- Training and Development
- Performance appraisal
- Employee grievances handling.
- F&F and Exit formalities.
- HR plans and new Initiatives implementing in the organization

HR Intern, 06/2021 - 07/2021

Xcitedu Software Pvt. Ltd - New Delhi

- Screening and shortlisting the right candidates for interviews
- Explaining the candidates about their job profile
- Providing the selected candidates with their joining details and documents.

Management Trainee, 02/2019 - 03/2020

Ramoji Film City - Hyderabad

- Providing information to guest regarding the attractions around the film city
- Giving guided tours to the guests, taking and explaining to them about different attractions around the film city

- Taking feedback from the guest, maintaining the record for it and conveying it to the higher management
- Helping the guests resolve issues during their visit at the film city.

Management Trainee, 05/2018 - 07/2018

Rainbow Trade Fair - New Delhi

- Working on sales of one of the international Automobile Exhibition
- Cold call the potential clients for travel services
- Following up with the clients for their travel plans
- Learning to go through the process of applying for a visa.

Industrial Trainee, 12/2015 - 04/2016

Hyatt Regency - Ahmedabad

- Welcoming the guest to the hotel with enthusiasm
- Escorting guests to their assigned rooms
- Preparing the tables for the guest
- Serving the guests at the restaurant
- Cleaning and making the rooms to meet the hotel standards.

EDUCATION

MBA

IITM - Gwalior, IGNTU GPA: 7.25

B.SC : H&HA

IHM - Gwalior GPA: 66%

Alma Mater School - Bareilly GPA: 62.5%

Delhi Public School - Bareilly GPA: 8.6

SKILLS

- Hard Working
- Proactive
- Disciplined
- Anchoring
- Guest relation

TECHNICAL SKILLS

- Microsoft Office
- Kredily - Payroll Software