

Deeksha Gupta

+91-8630017600 | deekshu.gupta@gmail.com | [LinkedIn](#)

Results-oriented professional with 2 years of HR experience, complemented by 2 years of experience in sales. Expertise in talent acquisition, employee relations, and performance management, with a proven ability to implement policies that enhance employee engagement, boost productivity, and align with organizational objectives.

Education

Amity University	2020
Master of Business Administration (Marketing and HR)	
University of Delhi	2018
Bachelor of Arts (Program)	

Core Competencies

Recruitment and Hiring	Conflict Resolution	HR Data Analytics and Reporting	People Management
Benefits Management	Talent Acquisition	On-boarding and Documentation	Law Adherence
Performance Management	HR Operations	Employee Welfare Schemes	Change Management
Training and Development	HR Administrations	Attendance and Payroll Processing	Communication Skills

Profile Summary and Highlights

- Extensive experience in end-to-end talent acquisition, from sourcing to onboarding for all levels. Skilled in designing and implementing training & performance management program to align employee skills with company's objectives
- Expertise in using job portals like Naukri.com, LinkedIn, Monster, Indeed and TimesJobs for effective recruitment
- Skilled in onboarding, offer letter preparation and maintaining employee records. Experienced in updating HR policies and implementing improvements in coordination with teams

Experience

HR Manager | Ornate Quality Services July 2023 – June 2024

- Developed and implemented HR policies aligned with organizational goals. Oversaw the recruitment process, including sourcing, interviewing, and hiring qualified candidates
- Conducted onboarding and orientation programs to ensure smooth integration of new employees. Managed employee relations, addressing concerns and resolving conflicts to maintain a positive work environment
- Collaborated with department heads to assess and address staffing needs, and supported strategic workforce planning to ensure alignment with organizational objectives and goals
- Administered employee benefits, compensation, and performance appraisal systems, while also facilitating professional development and training programs to support employee growth and organizational success

HR Executive | Klaxontech April 2022 – February 2023

- Managed the complete talent acquisition process, including sourcing, interviewing, hiring and onboarding
- Developed and implemented training and performance management programs, handled salary negotiations and resolved employee issues using tools like Naukri and LinkedIn
- Maintained employee records, prepared employment letters and coordinated policy updates
- Led HR projects on compensation, benchmarking, wellness programs and promotion policies and directed performance management, including appraisals and coaching for managers

Previous Work Experience

Tekie	Sr. Business Development Associate	June 2021 – April 2022
HDFC Bank	Assistant Manager	June 2020 – May 2021

Certification Courses

- NISM (National Institute of Securities Market)
- HRM (Human Resource Management)
- Indian payroll processing in India - Master Course
- HR Generalist

Personal Details

Date of Birth: 26 November 1998
Languages: Hindi and English