



Somya Gupta

Hr Executive

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ABOUT ME

HR Executive with 2 years of experience in Talent Acquisition. Expertise in sourcing, recruiting, and retaining top talent. Skilled in innovative recruitment strategies, stakeholder relations, and enhancing candidate experience. Adept at managing multiple projects and using data-driven insights to optimize processes. Committed to fostering a diverse and inclusive workplace.

SKILLS

- Talent sourcing
- Communication Skills
- Interpersonal Skills
- Interviewing
- Proficiency in ATS
- Onboarding
- Negotiation skills
- Microsoft tools (Ms excel, word)

WORK EXPERIENCE

HR Executive (Talent Acquisition), InnovationM

September 2023 - Present

- Develop and execute sourcing strategies for both IT and Non IT roles.
- Conduct initial screenings and interviews.
- Utilize job boards, social media, and referrals.
- Ensure positive communication throughout the recruitment process.
- Coordinate interviews and feedback sessions.
- Use applicant tracking systems (ATS) and HR tools.
- Ensure recruitment practices comply with regulations.
- Stay updated with industry trends and best practices.

IT Recruitment Specialist, Questhiring

September 2022 - September 2023

- Identify and attract top IT talent through various sourcing methods
- Conduct initial screenings, interviews, and technical assessments
- Build and maintain a pipeline of potential candidates
- Collaborate with clients to understand their IT staffing needs and requirements
- Ensure client satisfaction by delivering quality candidates in a timely manner
- Coordinate and schedule interviews between candidates and clients
- Provide feedback and updates to candidates promptly
- Continuously evaluate and refine recruitment strategies to meet evolving client needs

EDUCATION

- Master of Business Administration (MBA), HR & Finance
GLA University, Mathura (Sep 2021 - June 2023)
- Bachelor of Business Administration
B.R. Ambedkar University (Aug 2018 - Sep 2021)