



MEHAK GUPTA

HR Executive

ABOUT ME

Highly motivated and experienced HR professional with a strong background in recruiting for technical and non-technical roles. Proven track record in closing mid to mid-senior level positions and maintaining excellent relationships with candidates and clients. Skilled in data management, MIS reporting, and continuous process improvement.

WORK EXPERIENCE

July 2023 - Present

Impeccable HR Consulting, Delhi

HR Executive

- Identify and source candidates for R&D roles (both technical and non-technical) as well as diversified roles in IT, corporate, and manufacturing industries.
- Use various recruitment methods such as job postings, social media, employee referrals, and networking to attract candidates.
- Successfully close mid to mid-senior level positions by negotiating offers and ensuring candidates' acceptance.
- Provide post-placement support to both clients and candidates to ensure a smooth transition.
- Stay updated with the latest trends and developments in the automobile industry and recruitment practices.
- Maintain strong relationships with candidates, providing them with guidance and support throughout the recruitment process.
- Coordinate with hiring managers to ensure a smooth recruitment process. Facilitate communication between candidates and clients, scheduling interviews and follow-ups.
- Provide insights and recommendations to clients based on market trends and candidate availability.
- Maintain accurate and up-to-date records of candidate information and recruitment activities in the MIS system.
- Prepare and present regular reports on recruitment metrics, such as time-to-fill, source of hire, and candidate feedback.
- Continuously seek ways to improve the recruitment process, implementing new tools and techniques as needed.

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SKILLS

Recruitment
Human Resource Management
Organizational Skills
Communication Skills
MS Office
Basic Knowledge of Taxes
Accounting
Financial Analysis
Management Skills

LANGUAGE

English
Hindi

EDUCATION

B.COM |
DU - School of Open Learning,
2020-2023

12th - CBSE |
Vishwa Bharati Public School, Delhi,
2020

10th - CBSE |
Vishwa Bharati Public School, Delhi,
2018

ACHIEVEMENTS:

- Awarded Best Performer at Impeccable HR Consulting for Jan-June 2024.
- Awarded for "Stress-Free Champion" in the annual rewards and recognition function.
- Recognized as the Best Performer in the internship program at Webit Makers.
- Received the only Letter of Recommendation (LOR) in the entire team at Webit Makers.

Oct 2022 - April 2023

Konnecting Korporates, Delhi

Talent Acquisition Specialist

- Managed lifecycle talent acquisition processes from initial job promotion to candidate onboarding.
- Worked on various non-IT positions for the company's notable clients, including bulk hiring.
- Posted job listings across various platforms like LinkedIn, Naukri.com, Shine.com, and social media channels to increase talent pools.
- Conducted initial interviews through calls.
- Supplied clear, objective, and constructive feedback to candidates, directing them to other relevant company opportunities if applicable.
- Screened applicants to generate a shortlist of high-quality candidates to match resource briefs.
- Developed comprehensive knowledge of all recruitment needs and requirements of the organization.

July 2021 - Dec 2021

Webit Makers, Noida

HR Intern

- Performed daily tasks and achieved them.
- Assisted in the recruitment process by posting job openings, reviewing resumes, and coordinating interviews.
- Helped maintain the applicant tracking system (ATS) and ensured data accuracy.
- Conducted telephonic interviews with candidates across India.
- Approached various companies and collaborated with them through calls, emails, and different online portals to bring them on board.
- Monitored performance and documentation on a daily basis and conducted report analysis.

DECLARATION

I hereby declare that the above mentioned information provided by me is correct up to my knowledge and belief.