



# Simran Gupta

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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Career Summary

Specialist skilled in End to End Joining and Separation Formalities, Induction, Office Administration, Employee Database Management, Background Verification, Payroll, Attendance and Leave Management, Full and Final Settlement, HRMS software, Policies Management, Grievance Handling, Employee Engagement, Recruitment Handling, Training & Development.

## Education

Gautam Buddha University, Noida <b>MBA (Human Resources and Operations Management)</b>	2020-2022 - (79.4%)
Manav Rachna International University, Faridabad <b>B.Tech (Biotechnology)</b>	2015–2019 - (70.9%)

## Experience

**W3villa Technologies Pvt. Ltd** Nov-2023 to Present

### Sr. HR Executive

Responsibilities: -

- Administer compensation and benefit plans.
- Assist in talent acquisition and recruitment processes.
- Conduct employee onboarding and help organize training & development initiatives.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve issues.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.
- Organize quarterly and annual employee performance reviews.
- Maintain employee files and records in electronic and paper form.

**SN Digitech Pvt. Ltd**

Feb-2022 till Nov-2023

### HR- Generalist

Responsibilities: -

- Managing the entire recruitment life-cycle, including sourcing, screening, selection, and appointment of talent from diverse sources to meet manpower requirements.
- Conducting induction/orientation programs for new recruits to ensure a smooth onboarding experience.

- Implementing HR policies and procedures in line with organizational objectives through effective interfacing with management and department heads.
- Developing and maintaining MIS reports and operational reports related to attendance, leave records, HR Metrics and Analytics
- Assessing employee performance and issuing performance notices.
- Handling Payroll operation and documentation for Joining & Exist formalities.
- Coordinating communication between managers and employees to enhance team workflows and employee job satisfaction.
- Creating and implementing forward-thinking initiatives to improve employee engagement through various employee engagement activities.

## Skills

- Recruitment (IT & Non-IT)
- Onboarding & Offboarding
- Induction
- HR Documentation
- Negotiation Skills
- Onboarding & Induction
- Recruitment & Talent Management
- Leave Management
- Employee Engagement MS Office,
- HR software
- Training & Development
- Employee Engagement
- HR Operations and Compliance
- HRIS Software
- Policy Implementation
- Performance Management
- Applicant Tracking Systems (ATS)
- Data Analysis Tools (e.g., Excel, Tableau)
- Good communication skills / Excellent communication skills

## Personal Dossier

- Name: Simran Gupta
- Gender: Female
- Address- K-14B, Kalkaji South Delhi, New-Delhi- 110019
- Language Known: English, Hindi (Excellent verbal & written)
- LinkedIn: <https://www.linkedin.com/in/simran-gupta-70a29a199/>