



Mahima Gupta

Talent Advisor

Flexible and focused team player with expertise in human resource recruitment and also responsible for placing qualified individuals to full fill organization's requirement, HR proficiencies, strategic planning and time management. Considered highly knowledgeable in information technology, system and program management.

Contact

Contact

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Address

Prem Nagar ,Bareilly (U.P)

Education

B.Com (Hons)

Inverties University

B. Ed

MJPRU University

MBA

AKTU University

LLB

MJPRU University

Key skills

- Commnication and social perctivness
- Time Management
- Instructing and Monitoring
- Collaborative and Team oriented
- MS office

Language

English

Hindi

Experience

March 2024 till present

SOBTI GROUP Bareilly

HR Manager

- Organized and maintain personal record of all employees
- Managing and recruiting the employees of Bareilly Rudrapur Rampur Hapur
- Making HR policies HR documents update internal databases example sick record maternity leave
- Handles investigation and resolution of all employees issues concern and conflicts

2022- 2024

Google Via Randstad Source Light I Bengaluru (Karnataka)

Talent Advisor

- Understanding the external trends in the talent market engaging talent for the Google opportunity
- Assessing and evaluating talent for the role in Google and leading discuss through to close.
- Exploring the search strategy to identify the very best candidate for the role of software engineer and asking about Data structure and Algorithms.
- Keep candidates continuously, Inform with the quality communication throughout the hiring process and guide them and take their Prescreening.
- Developing relationship with the candidates, understanding their needs and continuously guiding and tracking them through the hiring process, introducing them to the magic of working at Google.

2020-2022

Capegimini (E-Teams) I Noida (U.P)

Senior Technical Recruiter

- Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations.
- Expertise in Contract to Hire (c2h) with immediate to seven days joinee
- Effectively review candidate resumes and job applications
- Conduct pre-screening discussion with the candidate to checkfitment against the jobrequisition
- Close positions within the definedturn-around-time.

2020

Bhavyansh Infotech I Noida (U.P)

Technical Recruiter

- Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations
- Expertise in Contract to Hire (c2h) with immediate to seven days joinee
- Effectively review candidate resumes and job applications. Conduct pre-screening discussion with the candidate to checkfitment against the jobrequisition
- Close positions within the defined turn-around-time by having regular follow-up with offered candidates
- Quality assurance of candidate resumes and acting as an active coordinator between the client and the candidate.

2019-2020

Mahendras Private Limited I Bareilly (U.P)

Faculty of English

- Taught students from basic to advance english grammar.
- Make students understand change in competition papers
- Taught students how they can understand the question in short span
- Taught student to think in their mind and easily access the question
- .Make student to face challenges in Government jobs.

