



Apoorva Gupta

(Human Resource)

CAREER OBJECTIVE

Seeking a challenging career in the field where I can utilize my previous experience to improve my skills and support my team work to build up powerful and successful systems in all possible ways.

Experience

October-2021-Till now

HR – Senior Executive • Justdial & Reliance

Talent Acquisition- Sourcing, screening & evaluating profiles through various job portals, internal database, employee referral, external reference including Senior & mid-management level, Stakeholder management, lateral hiring.

Recruitment- Providing PAN India support in end-to-end recruitment of Qualified Product Managers, HR Lead Recruiter, Sales Executives (All Levels), Branch Manager, Trainer (All Levels)

Post Recruitment- Salary negotiation, Document verification, finalization & follow-up.

MIS- Daily and monthly recruitment tracker, Interview Records and joining sheet.

Onboarding Process- Offer Letter/ Appointment Letter.



Noida Sector 44



91 7007083678




Apoorvagupta.ibs@gmail
.com



<https://www.linkedin.com/in/apoorva-gupta-921392230>





March 2021– September 2021

HR – Trainee •Tradeindia.com

May 2019–July 2019

HR Trainee •NJ India Invest Pvt. Ltd.

Skills

- Sourcing
- Shortlisting
- Negotiation
- Employee Engagement
- Leadership Qualities
- OnBoarding

Education

Shri Ram Murti Smarak International Business School
PGDM

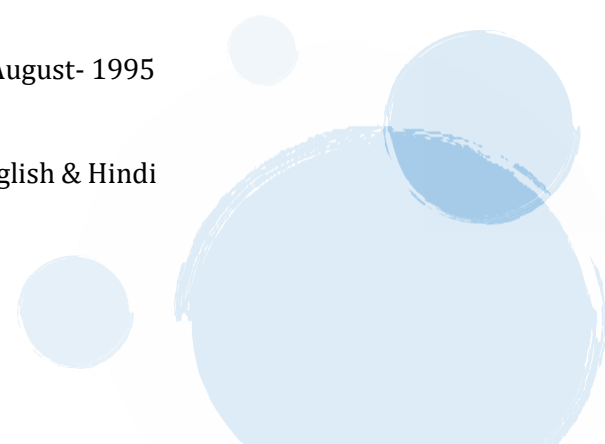
Allahabad University
Masters Of Commerce

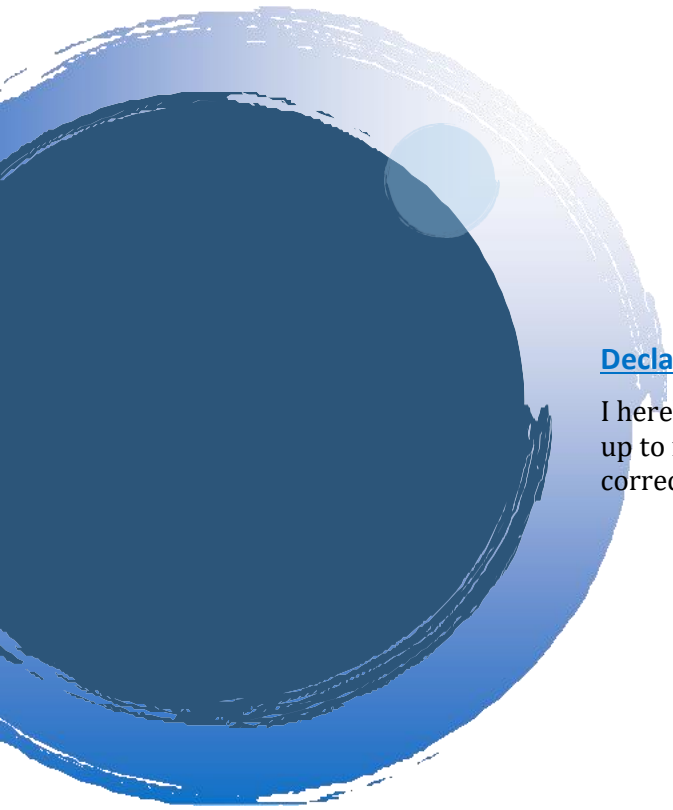
C.S.J.M.University
Bachelors Of Commerce

Adarsh Vidya Mandir (U.P. Board)
Intermediate

Saraswati Vidya Mandir (U.P. Board)
Highschool

Personal Details

- **Personal Details-** 24- August- 1995
 - **Gender-** Female
 - **Languages Known-** English & Hindi
 - **Nationality-** Indian
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Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

