



ISHA GUPTA

HR

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Career Objective

My aim is pursuing excellence, I want to have a challenging career that challenges my limits & enhance my potential, improve my skills & add to my Value, To implement the knowledge which helps me to grow and make other to grow

Profile Summary

- A dynamic People oriented HR/Admin Professional with experience in Recruitment, screening and short-listing with salary negotiations, employee on boarding, managing day to day people issues
- Develop and implement better people management practice to improve overall moral in the employees, Performance Management, Liaising, compliance of all Statutory requirements, Employee Welfare and Administration.
- Proficiency in manpower management, Daily Attendance tracking and Payroll input, Merit of providing prompt resolution of employee grievances & conflict to maintain cordial management-employee relations.
- Experience in implementing HR systems, policies and compliances, conducting training programs towards enhancing employee productivity and building committed team, Assisting in Event management keep record of employees outdoor duties

Experience

HR Executive/ Admin

Railtech Infraventure Pvt. Ltd. | From Nov 2021 – Present, Lucknow

Responsibilities and Duties handled-

- Manage the recruitment and selection process in coordination with Management, prepare and issue appointment letters to new joiners and take acknowledgement.
- Handling Time office management, attendance & leave register (All sites & Corporate Employees)
- Ensure timely completion of Payroll of all employees (On roll & Off roll)
- Proactively work on employee's probation period discussion, issuing Probation confirmation form, issuance of confirmation letter.
- Handling finalization of increment, increment letters, revised salary update, releasing new salary with arrears.
- Responsible for preparing, verifying separation process of left employees.
- Drafting Policies & System and implementation accordingly.

- Conducting Employee reward & recognition Program by taking feedback from the sites and offices.
- Organizing orientation programme.
- Handling HRM and Shramik portal.
- Having good knowledge of transferring employee from one project to another as per the client requirement and having end to end record of their transfer.
- Handling team of three employee, Develop and monitor overall HR Strategies, system, tactics, and procedure across the organization.
- Oversee and manage a performance appraisal system that drives high performance.

HR Manager

Landway Innovation India Pvt. Ltd. | From May 2020 – Sep 2021, Lucknow

Responsibilities and Duties handled-

- Managing activities such as job design, recruitment, employee relation, performance management, training, and development.
- Talent management, bridges management and employee relation by addressing demand, grievances, or other issues.
- Hiring interviewing staff, administering pay benefits and leave.
- Enforcing company policies and practices.
- Conducting new employee orientation and employee relations.
- Counselling overseeing exit interviews, and maintaining department records, reports.
- Participating in administrative staff meeting
- Maintained company directory and other organizational charts.
- Recommending new policies, approaches, and procedure.

HR Recruiter

Emrold Management Services Pvt. Ltd. | From July 2019 – March 2020, Lucknow

Responsibilities and Duties handled-

- Receive application and conduct preliminary screening as per post conduct telephonic interview for all the vacant positions.
- Responsible for Talent Management initiatives within designated area, Work with Corporate Team for delivery of HR programs.
- Evaluation of the trainees/new joiners based on the set dimensions at the end of the training period, Plan induction/orientation activities for new hires.
- Coordinated with client, taking follow-up with new clients, sharing proposals.
- Attended meetings.
- Handled joining and relieving formalities
- Manage end to end attendance of employees
- Planning manpower requirement.

Industrial Relations and Employee Welfare

- ❖ Maintain harmonious industrial relations in the site through efficient administration and timely resolution of employees' grievances.
- ❖ Manage all labour related issues related with attendance, amenities, wage, Responsible for implementation of HR policies etc.
- ❖ Finalize yearly agreements with all contractors at site

Other Responsibilities –

Rewards and recognition like Arranging employees Birthday celebration in the office floor, Festivals/Pooja Celebrations etc.

Education

MBA (HR &Marketing)

SR Group of Institution, AKTU, Lucknow | 2017 - 2019

MBA HR programmed imparts knowledge and training in managing the workforce of the organization.

Bachelor of Commerce

Vidyant Hindu P.G. College, Lucknow | 2014 - 2017

The course is designed to provide students with a wide range of managerial skills and understanding in streamslike finance, accounting, taxation, and management

12th from CBSE Board

Red Rose Senior Secondary School, Lucknow | 2013 – 2014

10th from CBSE Board

Red Rose Senior Secondary School, Lucknow | 2011 - 2012

DECLERATION: - I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Signature