



# ADITI GUPTA

## HUMAN RESOURCE

### CAREER OVERVIEW

Skilled HR Generalist with 3.6 yrs of experience. Looking forward for good opportunities where I can explore my knowledge in improvising HR related Activities

### KEY COMPETENCIES

- Recruitment
- On-boarding
- PMS & Confirmations
- Payroll Related Activities
- Time Management
- Exit Process
- Employee Grieviances

### CONTACT ME AT:

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## WORK SUMMARY

### Senior HR Officer

Dhanuka Agritech Ltd | May 2018 - Feb 2021

- Sourcing, Screening & Scheduling Interviews of candidates & their Documentation.
- Smooth On-boarding of new Joiners, Update Payroll for Salary Disbursement.
- Timely generation of Appointment, Confirmation & Transfer Letters, etc.
- Enrollment of new employees in bio-metric / face - reader machine, training to the employees of HRMS and maintain employee's L&A.
- Provide Pay Days & LWP for Salary Preparation Process.
- Training & followup with the employees, managers & reviewers for completion of appraisal process with defined SLA's.
- Followup with employees and branches for NOCs at the time of resignation & prepare Full & Final Settlement and Relieving Letters within the defined SLA's.
- Conduct HR Help-desk Camp on weekly basis.
- Handle Employee Grievances through Ticket Management System
- Update KYC & E-Nomination in P F Portal

### HR Trainee

Clove Dental | Feb 2018 - May 2018

- Responsible for Auditing of Files of employees
- Administrative & coordination support to the operations & recruitment team of HR.

### Recruitment Consultant

ALTA META CONSULTANT Pvt. Ltd. | June 2017 - Feb 2018

- Sourcing & Screening CV's from Portal like Naukari, Monster & LinkedIn.
- Conduct Interview and line up candidates for the interviews
- Follow up with Clients & Employee

## ACADEMIC BACKGROUND

### MBA - HR

B.I.E.T. Jhansi | 2015 - 2017

### B.Sc. - Biotech

Banasthali University | 2012- 2015

### SSSC (XII)

C.B.S.E. Board | 2010- 2011

### SSC- (X)

C.B.S.E. Board | 2008 - May 2009

## CERTIFICATIONS

### Microsoft Excel Data Analysis and Dashboard Reporting

Issue Date - February 2021

Credential URL - <https://www.udemy.com/certificate/UC-6c2da8b8-b75e-43d8-ae6d-984163a6d09e/>