

Ashi Gupta

Email: [ashigarg226@gmail.com](mailto:ashigarg226@gmail.com)

Mobile: 9560620415

---

### **Professional Summary:**

- ❖ Accomplished professionally **6+ Years** of experience in **IT & Non IT** industry with an expertise in Talent Acquisition, Vendor Management.
- ❖ Efficient in handling complete life cycle of recruitment, support towards diversity hiring till leadership hiring.
- ❖ Strong data management skills clean track of total recruitment activity, publishing reports to stakeholders, divisions on weekly / monthly basis about offers and joining.
- ❖ Developed effective working relationships with clients to understand IT and Non IT requirements, develop tactical and strategic plans to implement technology solutions and effectively manage client expectations on niche roles. Acquires a clear understanding of industry & technology trends with abilities in instituting new practices to achieve process excellence at the lowest overall costs.
- ❖ Extensive recruitment experience across the technology spectrum for various skills and experience levels.
- ❖ Specialities in gathering IT & Non IT Recruitment, Market Mapping, Market Research, Staffing, Networking, Consulting, Internet Search, Sourcing Strategy and Team Management.
- ❖ Excellent experience in handling Recruitment channels like internet portals, Job postings, internal database, referrals and consultancies.
- ❖ Strong experience in candidate pipeline generation.
- ❖ Worked with APAC Region Client - Prudential
- ❖ Hands-on experience with different job portals and the passive site like Naukri, Monster, Indeed, LinkedIn Recruiter, IIM Jobs-Hirist&Updazz, JobsforHer
- ❖ Handson in ATS Like Salesforce , Avature , Ramco and Oracle Taleo

### **Professional Experience:**

- ❖ Worked with **PeopleStrong** as a **Customer Success Manager** from Nov 2021 to Dec 2022

### **Core Responsibilities:**

- As a strategic consultant to executive transformational talent strategy designed to recruit, develop, and retain the very best innovative talent in the business
  - Collect requirements and assess technology needs to recommend a future state skill platform
  - Analyze organizational trends and metrics and develop talent solutions based on data insights
  - Collation of action from Talent leaders and preparation of summary.
  - Monitoring and reporting progress on planned actions to client.
  - Ensure all deliverables are accurate and up to date
  - Ensure relevant and accurate data is recorded to enable reporting to external stakeholder
- 
- ❖ Worked with **Remiel Softech** as a **Assistant Manager** from Jan 2020 to April 2021.

### **Core Responsibilities:**

- Work closely with Hiring Managers to understand overall needs and requirements
- Develop appropriate sourcing strategies for each role
- Develop and Manage strong consultative relationships with hiring managers and candidates

- Solicit and document hiring manager and candidate feedback throughout the interview process
- Solicit referrals from potential talent and internal employees/recent hires.
- Manage full cycle recruiting process for professional services to client.
- Work with recruiting team members and hiring manager to develop, implement, and execute hiring strategy for requisitions
- Become a trusted Recruiting Business Partner by collaborating with client groups to understand hiring needs, goals and the business Identify trends and make recommendations to staying ahead of competition in attraction of top talent
- Work collaboratively within recruiting team including sourcers and recruiter
- Screen resumes and interview qualified candidates in support of business requirements
- Facilitate interview and hiring discussions with interviewers/panel and hiring managers
- Maintain data integrity within Applicant Tracking System and work with HRBP to create reports to drive data-based discussions with hiring managers
- Act as an internally and externally front facing representative.
- Always be on the lookout for opportunities to drive efficiencies and improve the recruitment process for candidates and the business.

❖ Worked as **Senior Executive – Operations** with **Qconnect** from March 2016 to Nov 2019

#### **Core Responsibilities:**

- Handled the team of 7 members.
- Periodic interaction with team to understand / analyze present & future forecast requirements and thus accordingly setting up the right expectations with the business on sourcing strategy.
- To source candidates from various portals
- Post the openings on Job Portals
- Liaise with educational institutes for conducting campus recruitments
- To conduct interviews and select the right candidate (In-house only)
- Coordinate for joining formalities of new employees
- Did Market Intelligence with regards to skills, salary levels & industry mapping.
- Collaborate with business leaders to define appropriate specifications for approved immediate /future upcoming positions.
- Extensively involve in pre and post interview activities which includes right from initial shortlisting & discussion, arranging panel interviews to final HR discussions for case closures, releasing the offer letter.
- Consulting to acquire the best talent in quickest turnaround time, within the budgetary constraints
- Gather requirements from Paytm.
- Prepared and analysed various recruitment reports (Daily Trackers, Weekly dashboard, joining Reports)
- Conduct Weekend Interview events, as well as weekdays interview scheduling.

❖ Worked as **HR Trainee** with **Justdial Ltd.** from Jun 2015 to Jan 2016

#### **Core Responsibilities:**

- Making job offers and completing paper work related new joining and resignation
- Drafting Offer letter/ Appointment letter.
- Maintain Personal File of each Employee
- Manpower managing for the company through various channels

- Posting and advertising open position on Naukri.com
- Induction of new employee.

**Achievements:**

Certified by **Hirist.com** as **Best Technical Recruiter in June, 2020.**

**Academics:**

**MBA** – Specialization in **H.R.** from UP Technical University – Hi- Tech Institute of Engineering and Technology , Ghaziabad **(2013 – 15) –76%**

**B. Com (Commerce)** from Ch. Charan Singh University – MMH College, Ghaziabad **(2010-2013) -75.4%**

**Ashi Gupta**