

RESUME

Lovina Gupta

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CAREER OBJECTIVE:

- “Intend to build a career with Human Resource Management profile in a leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully & realize my potential.”
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PROFESSIONAL AND ACADEMIC QUALIFICATIONS:

Course	Name of Institution	Year of passing
MBA (HRM)	PIET, Panipat	2021-23
B. Com	Kurukshetra University	2020
S. S. C	CBSE	2017
H. S. C	CBSE	2015

WORK EXPERIENCE / INTERNSHIP:

GROVIYA INFORMATION TECHNOLOGIES

Duration: Aug 2021 – Till Now

Role & Responsibilities: -

- Handling clients managing end to end recruitments through sourcing, screening, interview scheduling & coordination, feedback collection, document collection and post offer follow-up till joining.
 - Understanding job description & job specifications.
 - Sourcing & screening profiles through various medium like Job Portals, Job Posting, Referencing, Social Media and Professional Network, etc.
 - Managing the entire process of recruitment cycle and closing the position within the stipulated time.
 - Screening and selecting best matched profiles and taking initial telephonic interviews
 - Briefing candidates regarding the job descriptions, company profile and career perspective.
 - Taking References and building a long-term relationship with candidates.
 - Coordination with candidates and panelist, scheduling interview, collecting feedback of the candidates.
 - Following up with the selected candidates and ensuring their joining.
 - Maintaining systematic and comprehensive reports on daily, weekly, monthly tasks.
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COMPUTER SKILLS:

- Operating knowledge of Microsoft Windows Application mainly Excel, Word, PowerPoint, and Outlook.

SKILLS:

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter).
- Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc).
- Familiarity with HR databases, Applicant Tracking Systems (ATS).
- Multi-tasking abilities.
- Self-motivated, reliable, and a fast learner
- Ability to work both independently and contribute in every aspect to a team environment
- Exceptional time management skills
- Excellent communication and interpersonal skills.

Technology/Skills handled in Recruitment:

- Java Technologies: Languages: (JAVA, J2EE), Web Frameworks (React JS, HTML5), Backend Technologies: (Spring Boot, Spring MVC, ORM – Hibernate) and RESTFULL API/SOAP API.
- Salesforce (SFDC), Apex Trigger/ Batch, Apex API -REST/SOAP, Lightning-Aura Framework, Lightning Web Component (LWC), Pardot, Marketing Cloud, Sale Cloud and Service Cloud.
- QA/Testing Profiles: Manual Testing and Automation testing- Selenium / Core java.
- SAP: ABAP,CDS, OD DATA, HANA Database, BOPF, RAP and SAP UI5
- Oracle: Oracle ASCP, Oracle EBS, Oracle Database, Oracle PL/SQL.
- Education counselor profiles.

PERSONAL DETAILS:

- Date of Birth : 7thApril,2000
- Address : B- 168, Sector -52, Noida UP - 201301
- Language Know : English and Hindi
- Gender : Female
- Marital Status : Single

