



sameekshagupta117@gmail.com



7062572981



www.linkedin.com/in/sameeksha-gupta-0734a6156/

SKILLS

Communication Skills

Leadership Skills

Recruitment

Collaboration & Teamwork

Microsoft Office

Effective Time Management

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Sameeksha Gupta

Talent Acquisition Specialist

Experienced Human Resources professional with more than 3 years + of working in the IT HR industry. Skilled in Recruiting, Interviewing, Employee engagement, Induction, Payroll and Operations etc.

WORK EXPERIENCE

Talent Acquisition Specialist

Appventurez

(April 2022 to Dec 2022)

Achievements/Tasks

- Recruiting, sourcing, short listing candidates, taking preliminary face to face as well as virtual interviews.
- Coordinate interviews with Managers and Executive Managers.
- Handling HR operational work such as month end reports, leave data as well as FNF sheets.
- Organizing fun Fridays as well as other employee engagement activities.
- Utilized sourcing tools : LinkedIn, Naukri, Indeed, Monster, Shine etc.
- Generate Offer Letter, Appointment Letter as well as handling exit formalities of employees

Sr. HR Executive

Helpful Insight Solution

(April 2019 to Nov 2021)

Achievements/Tasks

- Recruiting, sourcing, short listing candidates, taking preliminary face to face interviews.
- Maintaining the filing system, generated human resources data reports, documentation of new employees and conducting the induction process.
- Conducting exit formalities and issuing relieving letters to the exit employees. Organising employee engagement activities, birthday celebrations and team building programs.
- Responsible in coordinating with employees and clients related to projects and grievance handling
- Received the "Circle of Joy" award in 2021.

HR Executive

NSS Solution

(Feb 2018 to Sep 2018)

Achievements/Tasks

- IT recruitment and selection
- Performance appraisal
- Talent acquisition and management
- Payroll and statutory compliance
- Employee engagement and employee relationship
- Exit formalities

INTERNSHIP

Completed summer internship at Shree Cement Ltd. working as Sales Promotion Executive for 45 days.

EDUCATION

MBA

International School of Informatics and Management (IIIM)

2015 - 2017

B.Com

International College for Girls (ICG)

2012 - 2015

ACADEMIC ACHIEVEMENTS

- Certificate program in Excel conducted by IIIM Jaipur
- Certificate in Communication & Soft Skills at IIIM Jaipur
- Certificate program in Information Technology (IT) conducted by IIIM Jaipur