



# KAJAL GUPTA

HRBP/HUMAN RESOURCE BUSINESS PARTNER  GHAZIABAD, U.P.

## WORK EXPERIENCE

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Profile HR Consultants– HRBP

Aug 2021 – Till Date (Vaishali, U.P.)

Dabur India Limited – Management Trainee

March 2021 – June 2021 (Sahibabad, U.P.)

Moon Beverages Pvt. Ltd. – Food Safety Coordinator

October 2019 – November 2020 (Sahibabad, UP)

Global HealthFit Retail (I) LLP. - Food Technologist

August 2018 – September 2019 (Noida, U.P.)

### Key skills: -

- Talent Mapping.
- Consultancy experience.
- Exposure to headhunting.
- Ambitious & eager to hit goals each month.

### Role Synopsis: Profile HR Consultants

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- Responsible for Employee Engagement.
- Fostering drives for employee wellness and recognition programs.
- Fostering the culture and ethics within the organization.
- SOPs for Induction, Buddy, and Feedback programs.
- Handling Employee Grievances.
- Attendance Management and processing the same as well.

### Talent Acquisition:


- Managing Recruitment Cycle across functions and levels & Proficient in managing End to End IT and Non-IT recruitment.
- Assess and respond to the needs of each client or assignment providing relevant solutions
- Sourcing potential candidates through online career portals likewise; as Naukri, LinkedIn, etc.
- Pre-Screening of Resumes prior to sending them to Corporate Hiring Managers for consideration as per knowledge, skills, soft skills, experience, and aptitude.
- Managing and conducting the interview for candidates and hand-holding them.
- Negotiating pay, salary, notice period buy-outs finalizing arrangements between candidate and client.
- Consistently maintaining the MIS Reporting for managing the database of candidates.
- Providing hiring managers with search strategy advice, including market challenges and consulting on the addressable talent market.


## PROFILE


Kajal is currently working as Human Resource Business Partner at a Consultancy firm. She has competency in closing vacancies from entry to leadership roles across various industries and managing the entire gamut of HR Operations.

Looking for a job change into a **CORPORATE HR** Role in Talent Acquisition & HR Operations.

## CONTACT

 PHONE: 9968031191

 What's App: 7835960977

 Email: [kajalngupta08@gmail.com](mailto:kajalngupta08@gmail.com)

### LINKEDIN:

[linkedin.com/in/kajal-gupta-0809020403](https://www.linkedin.com/in/kajal-gupta-0809020403)

## PERSONAL INFORMATION:

Date of birth: 8<sup>th</sup> September 1996

Hometown: East Delhi, India

Linguistic Abilities: Hindi, English, and French

## FAVORITES:

Traveling, Listening to Music, and Dancing.

## LANGUAGES KNOWN:

English, Hindi & French (Elementary).

## Technical Skills:

- Well-versed with Microsoft Word/ PowerPoint / Excel.
- Handling Recruitment Platforms.
- Human Resource Information Software Handling/ HRIS

## REWARDS AND RECOGNITION

- Passed the Second Junior Food Analyst Exam 2018 conducted by F.S.S.A.I., securing A.I.R. 115.
- Senior Diploma in Classical Music "VOCAL" from Allahabad Sangeet Samiti.

## SKILLS

- Good Oratory & Communication
- Adaptability
- Collaboration
- Optimistic Attitude
- Presentation Skills
- Critical Thinking
- Handling Pressure
- Leadership

## EDUCATION

**IMT, Ghaziabad**

(2020 – 2022)

Post Graduate Diploma in Management –  
Human Resource and Operations

Percentage- 74%

**Amity University, Noida**

(2014– 2018)

B.Tech. in Food Technology

CGPA-8.0

## HR Operations & Generalist

- Facilitating HR operational requirements for complete Employee Cycle Management.
- Monitoring the accurate processing of new appointments, transfer promotions, and exit clearance with zero deviation.
- Developing a smooth onboarding induction process, Preparation of ppts for the same.
- Preparation of Offer Letter, FNF, Relieving letter, and asset submission.
- Preparing Hiring Forecasts as part of the company's Strategic planning.
- Organizing Monthly Birthday Bashes, Special Occasions, and Open Houses.
- Handling grievances & providing a solution to all associates pertaining to Payroll, Policies, PF, ESIC, Harassment, etc.

## Talent Management

- Monitoring the framework of the Balance Score Card Approach and KPI drills
- Data Integration for the PMS portal and tracking the reports. Execute PMS within defined timelines and laid guidelines.
- Conceptualizing & developing interventions for measuring and controlling attrition.
- Driving Programs like "Development of Managerial skills" for building an in-house talent pool.
- Based on a request from the Global Team, creating and managing Learning courses in SuccessFactors & also Building a successful talent pipeline.
- Creating and managing Classes with a specific start and end date and time, location, instructor, etc. to effectively deliver the Course content.
- Competency framework (mapping & assessment) and bridging the skill gaps through an individual development plan

## Learning and Development

- Identified the training needs for unique job roles within the organization.
- Identifying training needs across levels through skill-gap analysis; credited with designing corresponding training solutions and capability-building initiatives.
- Analyze, develop, implement, evaluate, and managed "Ready for Role" courses for lower and middle senior level roles.
- Designed and implemented the "Multi-Level Learning Path" for unique Job Roles in the organization.
- Responsible for Tracking all the training and coordinating with training vendors for the various pieces of training within the organization.