

# Apoorva Gupta

## (Human Resource)

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### CAREER OBJECTIVE

Seeking a challenging career in the field where I can utilize my previous experience to improve my skills and support my team work to build up powerful and successful systems in all possible ways.

### Experience

**October-2021-Till now**

**HR – Senior Executive • Justdial & Reliance**

**Talent Acquisition-** Sourcing, screening & evaluating profiles through various job portals, internal database, employee referral, external reference including Senior & mid-management level, Stakeholder management, lateral hiring.

**Recruitment-** Providing PAN India support in end-to-end recruitment of Qualified Product Managers, HR Lead Recruiter, Sales Executives (All Levels), Branch Manager, Trainer (All Levels)

**Post Recruitment-** Salary negotiation, Document verification, finalization & follow-up.

**MIS-** Daily and monthly recruitment tracker, Interview Records and joining sheet.

**Onboarding Process-** Offer Letter/ Appointment Letter.



Noida Sector 44



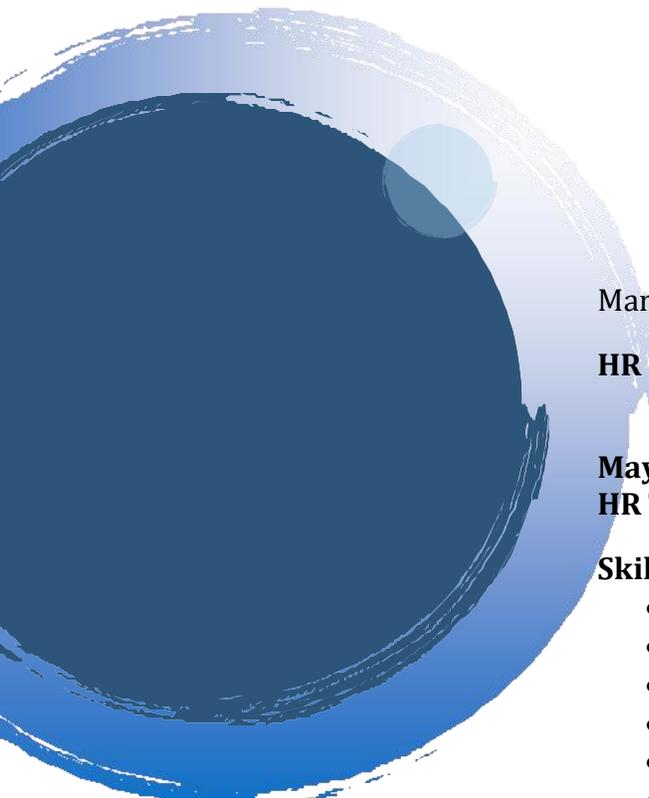
91 7007083678



Apoorvagupta.ibs@gmail.com



<https://www.linkedin.com/in/apoorva-gupta-921392230>



March 2021– September 2021

**HR – Trainee •Tradeindia.com**

May 2019–July 2019

**HR Trainee •NJ India Invest Pvt. Ltd.**

### **Skills**

- Sourcing
- Shortlisting
- Negotiation
- Employee Engagement
- Leadership Qualities
- OnBoarding

### Education

**Shri Ram Murti Smarak International Business School**  
PGDM

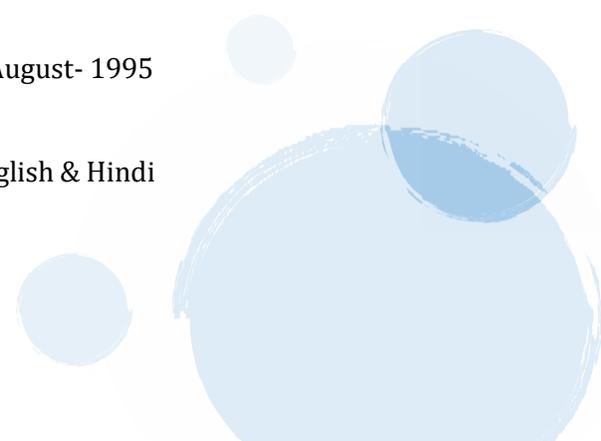
**Allahabad University**  
Masters Of Commerce

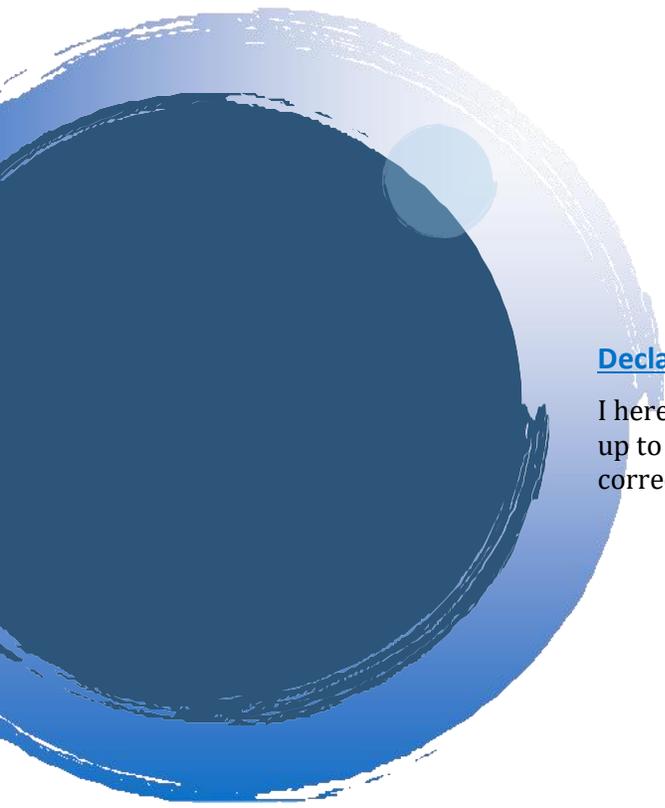
**C.S.J.M.University**  
Bachelors Of Commerce

**Adarsh Vidya Mandir (U.P. Board)**  
Intermediate

**Saraswati Vidya Mandir (U.P. Board)**  
Highschool

### Personal Details

- **Personal Details-** 24- August- 1995
  - **Gender-** Female
  - **Languages Known-** English & Hindi
  - **Nationality-** Indian
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### Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

