



# ISHA GUPTA

## HR

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## Career Objective

My aim is pursuing excellence, I want to have a challenging career that challenges my limits & enhance my potential, improve my skills & add to my Value, To implement the knowledge which helps me to grow and make other to grow

## Profile Summary

- A dynamic People oriented HR/Admin Professional with experience in Recruitment, screening and short-listing with salary negotiations, employee on boarding, managing day to day people issues
- Develop and implement better people management practice to improve overall moral in the employees, Performance Management, Liaising, compliance of all Statutory requirements, Employee Welfare and Administration.
- Proficiency in manpower management, Daily Attendance tracking and Payroll input, Merit of providing prompt resolution of employee grievances & conflict to maintain cordial management-employee relations.
- Experience in implementing HR systems, policies and compliances, conducting training programs towards enhancing employee productivity and building committed team, Assisting in Event management keep record of employees outdoor duties

## Experience

### HR Executive/ Admin

**Railtech Infraventure Pvt. Ltd. | From Nov 2021 – Present, Lucknow**

#### Responsibilities and Duties handled-

- Manage the recruitment and selection process in coordination with Management, prepare and issue appointment letters to new joiners and take acknowledgement.
- Handling Time office management, attendance & leave register (All sites & Corporate Employees)
- Ensure timely completion of Payroll of all employees (On roll & Off roll)
- Proactively work on employee's probation period discussion, issuing Probation confirmation form, issuance of confirmation letter.
- Handling finalization of increment, increment letters, revised salary update, releasing new salary with arrears.
- Responsible for preparing, verifying separation process of left employees.
- Drafting Policies & System and implementation accordingly.

- Conducting Employee reward & recognition Program by taking feedback from the sites and offices.
- Organizing orientation programme.
- Handling HRM and Shramik portal.
- Having good knowledge of transferring employee from one project to another as per the client requirement and having end to end record of their transfer.
- Handling team of three employee, Develop and monitor overall HR Strategies, system, tactics, and procedure across the organization.
- Oversee and manage a performance appraisal system that drives high performance.

## **HR Manager**

**Landway Innovation India Pvt. Ltd. | From May 2020 – Sep 2021, Lucknow**

### **Responsibilities and Duties handled-**

- Managing activities such as job design, recruitment, employee relation, performance management, training, and development.
- Talent management, bridges management and employee relation by addressing demand, grievances, or other issues.
- Hiring interviewing staff, administering pay benefits and leave.
- Enforcing company policies and practices.
- Conducting new employee orientation and employee relations.
- Counselling overseeing exit interviews, and maintaining department records, reports.
- Participating in administrative staff meeting
- Maintained company directory and other organizational charts.
- Recommending new policies, approaches, and procedure.

## **HR Recruiter**

**Emrold Management Services Pvt. Ltd. | From July 2019 – March 2020, Lucknow**

### **Responsibilities and Duties handled-**

- Receive application and conduct preliminary screening as per post conduct telephonic interview for all the vacant positions.
- Responsible for Talent Management initiatives within designated area, Work with Corporate Team for delivery of HR programs.
- Evaluation of the trainees/new joiners based on the set dimensions at the end of the training period, Plan induction/orientation activities for new hires.
- Coordinated with client, taking follow-up with new clients, sharing proposals.
- Attended meetings.
- Handled joining and relieving formalities
- Manage end to end attendance of employees
- Planning manpower requirement.

## **Industrial Relations and Employee Welfare**

- ❖ Maintain harmonious industrial relations in the site through efficient administration and timely resolution of employees' grievances.
- ❖ Manage all labour related issues related with attendance, amenities, wage, Responsible for implementation of HR policies etc.
- ❖ Finalize yearly agreements with all contractors at site

### **Other Responsibilities –**

Rewards and recognition like Arranging employees Birthday celebration in the office floor, Festivals/Pooja Celebrations etc.

## **Education**

### **MBA (HR &Marketing)**

SR Group of Institution, AKTU, Lucknow | 2017 - 2019

MBA HR programmed imparts knowledge and training in managing the workforce of the organization.

### **Bachelor of Commerce**

Vidyant Hindu P.G. College, Lucknow | 2014 - 2017

The course is designed to provide students with a wide range of managerial skills and understanding in streamlike finance, accounting, taxation, and management

### **12th from CBSE Board**

Red Rose Senior Secondary School, Lucknow | 2013 – 2014

### **10th from CBSE Board**

Red Rose Senior Secondary School, Lucknow | 2011 - 2012

**DECLARATION:** - I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**Signature**