



SIMRAN GUPTA

HUMAN RESOURCE MANAGER

About Me

To provide contribution towards organisation growth using my abilities developed through my education. I want to make a dynamic career where I can learn new things every day and not just be static.



6307485903, 9151026121



simranguptaspn@gmail.com



LUCKNOW

LANGUAGE

- Hindi
- English

EXPERTISE

- Social Media Handling
- Recruiting life cycle
- Talent acquisition
- Negotiation
- Employee Engagement
- Compensation & Benefit Payroll

EXPERIENCE

CAREER PACE EDUTECH PVT LTD

HR Manager

Jan 2023- Nowadays

End to End Recruitment, Job Posting, Screening, Taking Interviews, Forming LOI, Negotiation, Employee Engagement, Grievance Handling, Payroll, Social Media Handling, Campus Placement, Training & Development, Onboarding

EduGorilla Community

HR Executive

June 2022-dec 2022

Managed employees records, Recruited Candidates, Updated

Job Assignments Daily, Collected Resumes from different portals like LinkedIn, naukri.com and indeed.

Key Takeaways : Learned how to maintain excel sheets and Recruit right candidates

BFC Publication

Talent Acquisition Executive

April 2022-june 2022

Collected job requirement & posted job description on internet site.

Assisted Manager in determining training needs & finding the best solution to meet those needs.

ACL EDUCATION

HR Intern

Jan 2022-April 2022

Managed employees record, Recruited candidates, Updated job assignment daily, collected resumes from different portals like linkedt, naukri.com and indeed.

INTEREST

- Reading Books
- Cooking
- Dancing

ACL EDUCATION
BDA
Aug 2020-Dec 2021

Consistency achieved and exceeded sales targets as a Business Development Associate at ACL EDUCATION, driving revenue growth through effective prospecting, student Acquisition, and relationship Management.

CONFRENCES/WORKSHOP

- Completed 12 hour Microsoft office specialist International Certificate Training held at AKTU, Lucknow 2022.

EDUCATION

Master of Business Administration 2021-2023

AKTU University.
Human Resource Management &
Marketing Management

Bcom hons 2018-2021
MJPRU University

12th 2018
OND Inter College Kanpur

10th
DR G.L Kanojia Public School 2016

CO-CURRICULAR ACTIVITIES

- Member of HR Club at SIMT.
- Coordinated job Festival at Study hall.

REFERENCE

Mr Shubham Singh
BM-Career Pace Edutech pvt ltd
8874444173

Miss Aarzoo
HR-Edugorilla Community
9125173312

AWARDS/RECOGNITION/ CERTIFICATE

- 2nd Prize in Best Resourcing Strategy in LPCPS job festival
- lucknow (2023).
- Best Excellence in Employee Engagement in Study Haul job fair(2022).
- Hosted Many Big Events
- Best HR Team Of The Year in Acl Education 2021
- Secured Position in volley ball district level.