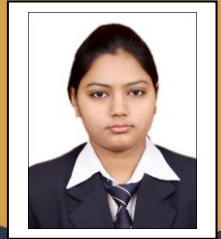


# NAMITA GUPTA



Seeking a challenging work environment where I would be able to utilize and enhance my skills and abilities, while being resourceful, innovative and flexible.

Phone: +91-7992023339

E-mail: namitagupta005@gmail.com

## Profile Summary

A highly motivated and a creative person full of positive attitude that looks on problem as a stepping stone to success. As an HR with 8+ years 'experience, I support the mission of the company by implementing Human Resources (HR) programs, improving staff performance in a manner consistent with regulatory and company policies.

## Core Competencies

HR Strategies, Policies

New Process Excellence

HRBP

Employee Relations

Complete Employee Life Cycle

Employee Engagement

Induction

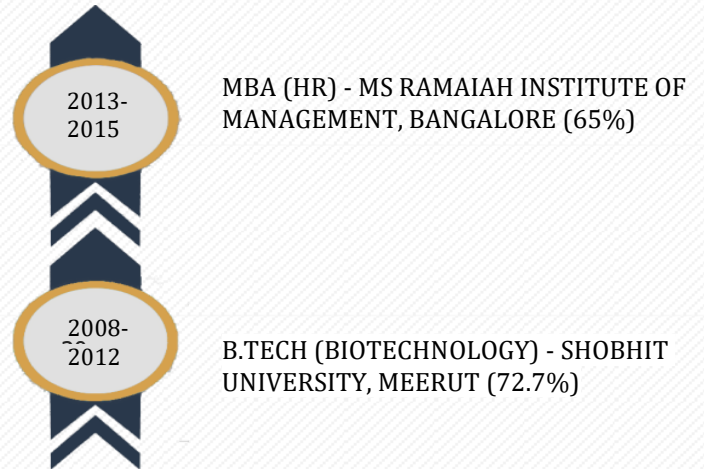
Performance Management

People & Stakeholder Management

## Soft Skill



## Education



## Career Timeline



## Work Experience

### ❖ HR Business Partner at GRIP Invest, Gurgaon (March 2022 - Present)

- Working in partnership with Business Leads on development and implementation of performance improvement plans and conflict resolution.
- Providing tactical HR leadership including strategic planning and visioning on business issues, managing day-to-day operations of the HR function, and providing input for problem solving, consistency and action planning.
- Analysis of data from different sources like engagement surveys, exit surveys.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Handling employee relations issues/concerns, Employee Engagement and Employee Retention.
- Handling formal cycles related to promotions and salary increases, including employee compensation equity and positions in need of re-evaluation.
- Analysis of KRA in PMS.
- Working closely with the hiring managers, in partnership with Talent Acquisition, to establish and forecast people needs, establish staffing priorities, and manage related changes.
- Provide guidance on the creation of job descriptions and job analysis and market compensation requests.
- Training Need Analysis
- Experience in using tools like **HROne (was part of Integration Process) and Razorpay.**

### ❖ Assistant Manager-HR at Cars24, Gurgaon (March 2021 - March 2022)

- Handled team of 12 members.
- Complete Employee Life Cycle (from Induction till Exit Formalities) along with Background Verification.
- New Process Excellence.
- Structuring compensation and benefit packages, managing staff wellness initiatives.
- Developing HR strategies, policies, and practices.
- People and Stake holder Management, Vendor Management
- Payroll, Compliance and Medical Insurance.
- Experience in using HRMS tools like **Darwin Box (was part of Integration process), PeopleStrong and Zendesk** (for employee queries).
- **Was involved in Covid-19 Vaccination Project.**

### ❖ Sr. HR Executive at OLA Cabs (ANI Technologies), Bangalore (May 2019 - March 2021)

- Handled team of 2 members.
- Complete Employee Life Cycle (from Induction till Exit Formalities) along with Background Verification.
- Developing HR strategies, policies, and practices.
- People and Stake holder Management, Vendor Management.
- Was involved in **Parivartan Project (New Process Excellence)**
- Payroll, Compliance and Medical Insurance input.
- Worked on HRMS tools like **Success factor, Oracle and ServiceNow** (for employee queries).
- Grievance Handling

### ❖ HR Generalist at ModeFinServer Pvt. Ltd., Bangalore (March 2016 - April 2019)

- IT and non IT Recruitment.
- Complete Employee Life Cycle (from Induction till Exit Formalities) along with Background Verification.
- Structuring compensation and benefit packages.
- Payroll, Compliance and Medical Insurance input,
- Developing HR strategies, policies, and practices, Managing and allocating HR funds.
- Employee Welfare and Grievance Handling.
- Analysis of KPI's & KRA's in Performance Management (PMS).
- Coordinating for Employee Engagement activities, Employee relations, Organizational Development practices.

### ❖ Talent Acquisition at Wenger & Watson, Bangalore (January 2015 - March 2016)

- Handled end to end IT and Non IT Recruitment and also used **HireCraft Tool** for maintaining the profile database.
- Used different social media LinkedIn, Facebook, Google for leadership hiring.

## Academic Projects

- ❖ Project on Job Satisfaction of Employees in IT Sector with respect to Infosys, TCS & Wipro.
- ❖ Project on Training & Development System from "NTPC Pvt. Ltd", Singrauli.



## Personal Details

Name : Namita Gupta  
DOB : 23<sup>rd</sup> January 1990  
Gender : Female  
Marital Status : Married  
Languages Known: English and Hindi  
Present Address : Gurgaon