

VASUDHA GUPTA

HR



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New Delhi

SUMMARY

- A dynamic HR professional having expertise in building teams from scratch.
- I carry over 11+ years of work experience in understanding & implementing organizational goals, creating strategies and building teams from 'zero' level. Privileged to be part of teams that par excellence.
- Over years I developed strong sense of Customer Centricity, Speed, Work Ethics & Frugality with attention to details as must have skill.
- Managed stakeholders (Founder, CTO, CEO, Director, Engineering Head) defining business goals.
- Immense exposure of working with startups having dynamic work culture.
- Experience of working on ATS & Interview assessment platforms to establish structured interview process in system. Helped the hiring managers identifying the best talent for highly productive workforce

EDUCATION

SPHRi
Delhi
Pursuing

UPTU
Ghaziabad • 06/2011

MBA: Human Resources Management,
Finance

Invertis Institute of Management Studies
Bareilly • 06/2009

Bachelor of Computer Applications:
Computer Application

HIGHLIGHTS

- Recruitment strategies
- Payroll management
- Talent management
- Applicant Tracking Systems
- Analytical and Critical Thinking
- Salary and benefits negotiations
- New hire orientations
- Time management
- Excel spreadsheets
- Transforming business goals to reality

EXPERIENCE

Bytelearn.ai - Lead Talent Acquisition/Head HR
Delhi, India • 07/2021 - Current

- Built team from 10 to 350 team members in span of 12 months with minimal cost per hire
- Recruited & managed India & US employees
- Handled on-boarding process for newly hired employees in India & US, which included distribution of all paperwork
- Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations in time
- Experienced in running payroll every month via Razorpay in India & Gusto in US along with timekeeping to track hours and accurately pay employees (FTE/Consultants/Interns)
- Administered performance evaluations to provide constructive feedback and identify ideal candidates for promotion (FTE/Interns)
- Developed and implemented HR policies and procedures to promote clear and consistent approach to managing employees.
- Created and delivered HR training sessions to teams to become efficient in delivering services with quality meeting business objectives
- Assisted team writing job postings and job descriptions across job boards resulting talent attraction & building employer brand
- Administered employee benefits programs and assisted with open enrollment.
- Managed employee data and privacy to keep employee data confidential per organizational privacy policies.
- Reduced expenses by analyzing compensation policies
- Collaborated with managers to identify and address employee relations issues.

- Prepared new hire letters, employee contracts, and corporate policies.
- Answered employee inquiries regarding health benefits and 401k options.
- Updated HR database with new employee information, changes in benefits, and other details.

Tripadvisor - Lead Recruiter

New Delhi, 02/2021 - 07/2021

- I brought my experience of hiring Engineering & product folks on the table to build foundation team of 15 members in India in around 4months duration
- This enabled the team to successfully deliver the first project of “Holiday Lettings” live in around 5month time
- I'm the SPOC to gather requirements from the senior management to recruit product, analytics, Big Data & other engineering roles
- Creating dashboards and tracking the live data with key stakeholders has always helped in identifying the challenges of the open roles and to act quickly to identify strategy and solutioning to it
- To keep a check on quality I explored multiple channels just like - LinkedIn ,
- X-ray searches, Github, hirist.com, iimjobs, instahyre etc.to source resumes and putting them into hiring process
- Worked on ATS- Greenhouse to schedule & track progress of each interview and subsequently share feedback with candidates in a formative way
- Handled salary negotiations with the selected candidates to meet the Industry benchmark after taking salary approval from Hiring managers in US
- As a single resource I got involved in handling complete employee life cycle of the team within this short time and could set up standard processes like-
- Hiring plan
- Onboarding plan
- Exit plan
- Involved in designing employee benefits for TA team in India considering local & global standards
- Holiday Calendar
- WFH
- Travel
- Insurance
- Engaged Employees through Bluejeans(video calls) to have “Fun-Friday” every two weeks and sorting queries related to work & benefits.

Amazon.com - Recruitment Manager

Delhi, 03/2020 - 01/2021

- Successfully hired diversity folks for SDE-2(Level-62) at Hyderabad & Pune location
- I worked for hiring events in Hyderabad, Pune & Gurgaon locations
- Taking screening calls to identify right fit
- I was trained by seasoned professionals at Amazon, to hire techies from opensource platforms like Github, X-Ray search, Topcoder,Codechef, LinkedIn etc

- Handled positions budgeted upto five million Indian rupees
- Strong network on opensource platforms like LinkedIn, geeks for geeks, codechef, github
- Expert in engaging passive candidates for future requirements.

Co-Founder -HR Consulting,Gurugram

09/2018 - 09/2019

- Handled customers and assisted them directly in their hiring needs of IT professionals with tech stack as UX/UI designers, IOS/Android, Full-stack developers, ROR, Java/J2EE, Big Data, DevOps, Data Science, Azure, AWS, etc.
- Primary sources channels have been portals like LinkedIn, Behance, Dribbble, Github, etc. referrals and strong network of IT professionals.
- Successful in curating and implementing campus branding/hiring program from Tier -1 colleges. Submitted report of analyzing & highlighting pre and post branding initiative and presented the impact through a dashboard.
- Consulted organizations from start-ups to public limited companies for their technology hiring needs across organizations
- Interacted with senior management officials of the organization to do a dipstick survey across organization and design the training programs whilst assessing and placing right trainers within the budget guidelines.
- Worked across with senior officials in designing the right on boarding plan to stay ahead in market with best hiring practices

Xebia IT Architects - Assistant Manager

New Delhi,01/2016 - 08/2018

- Hired engineers from mid-senior level for clients across India and Middle-East (Dubai, Abu-Dhabi)
- Build teams from scratch opening new IT verticals for Xebia India like Xpirit, BCG
- Hired UX/UI, UI full stack, ROR, Microsoft developers for clients in India like Mckinsey, BCG, Xpirit (Microsoft vertical of Xebia) which increased revenue of the company directly
- Hired Microsoft & UI full stack professionals for client in Abu Dhabi
- I was SPOC to gather requirements from the client directly and setting up process to expedite recruiting
- Exposure of directly working with key business officials inclusive of CEO, CTO to Technical Architects, Account Heads, Delivery Directors in understanding the business criticality and fulfilling requirements within timeline
- Kept a close check of quality of hiring which let the team and company grow together in a sustainable fashion
- Experience in handling international vendor partners for international hiring primarily Dubai, location
- I mentored junior recruiters in understanding the requirements and helped strategizing and closing positions with multiple stakeholders in the organization
- Worked with a vendor partner to implant RPO and set guidelines of hiring as per the growth plan of the company

Jabong.com - Sr. Executive

New Delhi, 01/2015 - 12/2015

- Assisted hiring managers directly in their hiring needs of IT professionals with tech stack as UX/UI designers, IOS/Android,

Full-stack developers, ROR, Java/J2EE, Big Data, DevOps, Data Science, Azure, AWS, etc .

- Primary sources channels have been portals like LinkedIn, Behance, Dribbble, Github, etc , referrals and strong network of IT professionals
- Successful in curating and implementing campus branding/hiring program from Tier -1 colleges
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- Interacted with senior management officials of the organization to do a dipstick survey across organization and design the training programs whilst assessing and placing right trainers within the budget guidelines
- Worked across with senior officials in designing the right onboarding plan to stay ahead in market with best hiring practices
- Ensured that all processes of recruitment are adhered, followed and completed as per business requirements
- Recruiting best of the talent from premier institutes (IITs, NIT, BIT, REC's)

On Demand Agility Solutions - Talent Acquisition Executive
Gurugram, 01/2012 - 12/2014

- Gurgaon and Bangalore location
- Coordinating interviews with hiring managers for both the locations
- Meeting with stakeholders for setting competencies to hire
- Taking the final HR round, doing offer negotiation
- Follow the hierarchy of approvals from the senior management before releasing offer
- Validation of documents and doing comparative study to do right fitment
- Handling the database of referrals from employees, adhering the TAT assigned
- Vendor management- supporting critical positions and managing invoices
- Handling organization level internal referral project
- Initiated live projects like HIPO, employee connect/engagement, career website etc
- Talent, - Delhi
- Individually handled hiring for leading Investment bank- Nomura
- Handled complete Internal Project Hiring for Australian and US clients for IT/ITES and Non-IT requisitions
- Taking care of end to end recruitment
- Developing sourcing strategies (source - Naukri, Monster, LinkedIn, referrals)
- Coordinating Interviews with hiring managers
- Salary Negotiation
- Follow-up till onboarding
- Conducted and handled recruitment drive
- Got exposure of doing company mapping for one of the leading Big 4 consulting firm-KPMG.

Carte Blanche Solutions - Recruitment Executive
Gurugram, 12/2011 - 09/2012

- Individually handled client - Thoughtworks
- Had good experience in sourcing through social networking sites, business networking sites for clients like Xebia, Steria, Wells Fargo
- Headhunting and googling talent for India's leading fastest growing e-commerce organization-Flipkart
- Also, mentor a team of fresh graduates learning recruitment

ACCOMPLISHMENTS

- IIMS - Bareilly
- Certifications
- HR Analytics - University of California, Irvine
- HR Analytics
- Harvesting the right kind of data requires that HR teams possess strong analytical skills;high-performing HR teams know that their function is to leverage data as a “decision science” by identifying metrics and data sources that deliver organizational insights