

Name: - Payal Gupta

Mobile: - 7454949563

Email: - Payalgupta7252@gmail.com

LinkedIn- [linkedin.com/in/payal-gupta-364b181a4](https://www.linkedin.com/in/payal-gupta-364b181a4)



SUMMARY

- I have an overall experience of around 2 Years in IT and NON-IT RECRUITMENT.
- Worked with **INSBYTECH as an HR Executive (May 2025 – December 2025)**, managing complete recruitment operations
- Successfully handled recruitment for **30+ varied IT and Non-IT roles**, ensuring quality hiring across multiple domains.
- Hands-on experience in managing the complete recruitment cycle—sourcing, screening, interview coordination, offer rollout, and onboarding.
- Successfully hired for a few U.S. profiles, gaining exposure to international recruitment standards and expectations.
- Strong background in hiring for IT roles, with a deep understanding of technical skills and role requirements.
- Proficient in leveraging job portals like Naukri and LinkedIn to attract and engage top talent.

Areas of Expertise

▶ Human Resources	▶ Microsoft excel	▶ MS Office
▶ Job Portals- Naukri	▶ Naukri Portal	▶ IT/ Non IT Recruitment
▶ Canva	▶ Records Management	▶ Recruitment
▶ Sourcing, Screening, Scheduling Interviews	▶ Boolean Search	▶ Employee Engagement
▶ KEKA	▶ Zoho People	▶ Adobe
		▶ HRMS

ACADEMIC QUALIFICATION:

- PGDM from *Institute of Management Studies Ghaziabad* (2024) – CGPA- 8.85
- BBA from *Vidya Institute of Creative Teaching* (2022)- Percentage- 73%
- 12TH class from Meerut public school (CBSC), Meerut (2019)- Percentage- 90%
- 10TH class Meerut public school (CBSC), Meerut (2017)- Percentage- 79%

Positions Hired:

IT PROFILES	NON-IT PROFILES
1. Frontend Developer	1. Executive Assistant
2. Backend Developer	2. Business Development
3. AIML	3. Sales Role
4. Quality Analyst	4. Tech pack Designer
5. Business Analyst	5. Operations Executive
6. AWS	6. Digital Marketing
7. Web GL	7. Human Resource
8. Full stack Developer	8. Financial Analyst
9. Word Press	
10. Automation Tester	

PROFESSIONAL EXPERIENCE

Company : Insbytech solutions private limited

Role : HR Executive

Duration : May 2025 – December 2025

Job Responsibilities:

- Managing end-to-end hiring for multiple clients including **Magic, Franchise of India, Grinar Soft**, and others across various IT & Non-IT domains.
- Handling recruitment for **30+ diverse job profiles** such as **AI/ML Engineer, Data Scientist, Foglight Developer, Constructional Designer, Android Developer, Sales Executive**, and other technical & non-technical roles.
- Creating and posting job descriptions on numerous job portals, social media platforms, and internal databases to attract relevant talent.
- Screening applications, shortlisting candidates, conducting initial HR rounds, and coordinating technical interviews with clients.
- Managing the entire **candidate lifecycle** including documentation, background verification, follow-ups, and onboarding coordination.
- Preparing **offer letters**, salary structure sheets, and ensuring smooth negotiation & joining processes.
- Monitoring and maintaining **attendance**, joining status, and salary details of selected candidates.
- Coordinating closely with clients to understand hiring needs, interview schedules, feedback follow-ups, and seamless communication.
- Maintaining detailed MIS reports, recruitment trackers, and updating hiring progress regularly.
- Ensuring an excellent candidate experience through continuous communication and support during the recruitment process.

Company : Optimeyes.ai (US Based Company)

Role : HR Executive

Duration : June 2024 – May 2025

Job Responsibilities:

- Handling End to end recruitment process and closing the junior and senior level position for the organization based on urgency of the business.
- Creating job descriptions, posters, and presentations for recruitment and employer branding.
- Conducted employee induction and onboarding to ensure smooth and successful integration into the organization.
- Managed and maintained accurate employee records and documentation.
- Managed HR operations and maintained employee records using the Keka portal.
- Hired for a few profiles catering to U.S. clients
- Handled employee grievances and ensured timely resolution.
- Overseeing the onboarding process, ensuring a smooth transition for new hires.
- Handling employee engagement activities and managing corporate gifts.
- Managing travel and hotel arrangements for employees as required.
- Assisting with various administrative tasks to support HR.
- Assisted in drafting HR policies and designing engaging presentations for internal communication and training
- Establishes recruiting requirements by studying organization plans and objectives and interact with managers to discuss needs.
- Ability to work independently and collaboratively to manage a variety of day-to-day tasks and projects under pressure and with limited timelines.
- Collaborating with hiring managers to understand their hiring needs and providing them the insights about the availability of the talent pool.
- I have done work on many skills like - **Java, Angular, Springboot , AWS, Salesforce, QA Testing, CRM, AIML, Linux, IT , Three.js, PHP, Front end & back end Technologies.**
- Assessing applicants' knowledge, skills, and experience to best suit open positions.

Company : Daloopa Private Limited

Role : HR Intern

Duration : June 2023 – July 2023

Job Responsibilities:

- Coordinated end-to-end recruitment activities, including job postings, screening, interview scheduling, and releasing tests to candidates.
- Supported in drafting job descriptions and preparing offer letters for selected candidates.
- Facilitated smooth onboarding by managing employee documentation and conducting induction sessions.
- Scanned and organized employee records to ensure accurate and up-to-date filing.
- Maintained and regularly updated employee data on Zoho People for efficient HR operations.
- Planned and coordinated internal events and engagement activities to promote team collaboration.

Company : Escafate

Role : HR Intern

Duration : April 2023 – June 2023

Job Responsibilities:

- Conducted candidate interviews, screened resumes, and coordinated recruitment discussions with the hiring team.
- Managed job postings and scheduled interviews, ensuring a smooth and timely hiring process.
- Scheduled interviews and follow-up meetings, and ensured timely collection of feedback forms from interviewers.

CERTIFICATES

- Naukri Maestro Recruiter – June 2024
- Microsoft Excel Certification – September 2022
- 30hrs Global Swiss Certification Program on "Ethical Decision Making For Responsible Business" – December 2022

Personal Details

1. Name : Payal Gupta
2. Date of Birth : 12th March 2001
3. Sex : Female
4. Marital Status : Unmarried
5. Nationality : Indian
6. Languages : English, Hindi
7. Location : Noida