PINKY GUPTA Superintendent- IIM Rohtak

About me- A Solution oriented, Empathetic, Candid & People's HR having more than 12 years of experience in HR & Administration with expertise in Talent Acquisition, Employee Engagement, Process Improvement, Performance Appraisal, On-Boarding Processes, Academic & Administrative Support, HR Operations, Training Development, and Team Building.

Career History:-

S.N	Company/ Organization	Designation	Tenure	Major Responsibilities
1.	**Indian Institute of Management, Rohtak** (National Importance Institute)	Superintendent	Sep'24 – Till Date	• Officer in charge of Executive Education • Public Relation • Event Management • Media Management
2.	**Appejay Education Society, Delhi** (Imparting Education to Pre-Nursery, School, College/ Intuitions & University.)	Deputy Manager-HR	May'23 – Aug'24	• Handling the entire operation of the Employee • Responsible for all Higher Education institutions across India. • Processes Improvement • Handling Employee Payroll • Medical Checkup • The Entire Process of POSH • Handling NAAC • Assisting the Chief People Officer of AES
3.	**CT University, Ludhiana** (UGC Approved University imparting education from Pre-Nursery to Ph.D.)	Assistant Registrar-HR	Apr'22 – Apr'23	• Lead HR Department at CT University. • Advisory, Supervisory support to CT Group of institutions Jalandhar & Maqsudhan Campuses • Prepared SOPs, Policies, and Processes • Annual appraisal process • Job Posting, Selection, Recruitment & On-Boarding • Conducted learning session for HR Team
4	**SGT University, Gurgaon** (UGC Approved Health Sciences University, Providing 160+ Courses from MBBS to Fashion Design)	Section Officer-HR	Nov'16 – Mar'22	• Worked as HR-BP • Developed Best Practices in HR • Worked on Employee engagement to reduce the attrition rate • Developed Quantify appraisal process • Created a learning environment for the Team • Handled & resolving employees grievance • Core member of university event • Top Notch recruitment Practice • Prepared documents for Governing bodies audits.
5	**NIMS University, Jaipur** (UGC Approved Health Sciences University, Providing 450+ Courses from Nursery to Ph.D)	Executive Chairman & Chancellor Office	Feb'15 – Oct'16	• Corrective measure in Record Keeping • Process Improvement • Conducted office Meetings for unfair means • Prepared MoM • Office Management • Enquiry handle from Foreign Students • Introduced a new technique for unbiasedness in answer sheet checking. • Mass recruitment

	Sharda Group of Institutions, Mathura (One of the leading group of Institutions of Agra Mathura Region)	HR Assistant in Corporate HR	Mar'14 – Feb'15	• Proactive administrative HR support • Assisted in the recruitment, onboarding, Promotion & payroll process • Acted as the first point of contact for HR queries • Developed reports for senior HR Officers & Maintained MIS & HR Records • Updated and maintained staff bulletin boards & newsletter • Maintained Employee Record • I used to do end to end Joining Process. • Handle all kinds of communication and correspondence.
	ACE, Agra (Competitive Exams coaching centre for IAS, PCS, CAT, MAT, GATE, Bank PO etc)	Office Co-coordinator & Supervisor	Feb'11 – Feb'14	• Handled admission queries • Gave career counselling for admission • Took follow-ups • Centre manager responsibilities like: fees, book distribution, schedule management, marketing strategy

Academic Details:

- 2013: SIKKIM MANIPAL UNIVERSITY- MASTER IN BUSINESS ADMINISTRATION (HR)
- 2010: Dr. BHIM RAO AMBEDKAR UNIVERSITY- BACHELOR IN SCIENCE (BIOLOGY)

Additional Professional Certificate:

- 2023: Chat GPT FOR HR from Great Learning
- 2023: Performance Measurement System from Great Learning
- 2023: E-Mail Marketing from E-marketing Institute
- 2022: Social Media Marketing from E-marketing Institute
- 2021: Leadership & Emotional Intelligence, Indian School of Business Hyderabad from Coursera
- 2020: People Analytics, University of Pennsylvania from Coursera
- 2014: Office Automation, GOI

Major Highlights in Career:

- Acted as an HR Business Partner, managing the full spectrum of HR activities, including employee lifecycle processes such as on-boarding, confirmation, engagement events, performance management, grievance resolution, retention strategies, and recognition programs.
- Partnered with business leaders to forecast talent and capability needs aligned with strategic goals, ensuring the availability of the right talent at the right time.
- Executed the end-to-end performance management cycle, driving employee performance and development initiatives.
- Implemented retention strategies to minimize turnover of key talent, coaching underperformers, and enhancing succession planning for critical roles to ensure business continuity.
- Created and published job advertisements across multiple platforms and actively networked with potential candidates through professional forums and events.
- Trained and advised hiring managers on effective interviewing techniques and assessment methodologies.
- Analyzed and aligned organizational resources to effectively deliver strategic objectives.
- Championed workplace creativity and change by recommending and implementing actionable solutions for improvement.
- Managed complex employee relations issues, ensuring timely resolution and alignment with organizational policies.

- Discovered, introduced, and implemented HR best practices; designed and rolled out HR policies to enhance organizational efficiency.
- Supported strategic decision-making through the generation and analysis of standard HR reports.
- Developed and implemented the mechanics of the annual performance appraisal and promotion processes, including quantified performance management models for rewards, recognition, and incentives.
- Designed high-quality MIS frameworks for audits and reporting to councils, governing bodies, and other offices.
- Organized and conducted cultural and employee engagement events to foster a positive work environment and strengthen organizational culture.
- Enhanced organizational engagement through the development and execution of action plans addressing key engagement drivers.
- Initiated and implemented innovative programs for employee engagement, awareness of policies, and onboarding processes.
- Collaborated with business stakeholders on strategic projects to achieve organizational objectives.
- Managed grievance-handling processes, performance improvement plans (PIPs), and skip-level meetings to address employee concerns and drive improvements.

Core Committee Member:-

- Facilitator of POSH training in Appejay Group across India
- NAAC member of Apeejay Stya University Gurgaon
- Penal Member in CT Technology Business Incubation (Incubation Center for Startups) CT University
- Member of the Strategic Planning and Development Committee, CT University
- Member of the Human Resource Development Committee, CT University
- Core member of NAAC accrediting, 12B committee CT University
- HR Spoc for IQAC Cell, SGT University
- Core member of Ranking & Accreditation committee from HR- SGT University
- Core Member of Council Visitation, SGT University
- Core Member of the Employee Engagement Committee, SGT University
- Member of the House allotment committee SGT University

Key Competencies and Skills:-

- Working Knowledge of HRIS, ERP, People Soft, Real time, Saral Payback
- Recruitment Portals Naukri, Linkedin
- Hands-on experience in ATS
- Excellent knowledge of MS Office

Strengths:-

- Customer focus
- Drive for result
- Problem-solver
- Go-getter Attitude

Personnel Information:-

- **W/O** **:-** Mr. Jitender Singh, Sr. Engineer in Jal Jivan Mission
- **Date of Birth** :- 24.06.1990
- **Contact No** :- +91 7742025810, +91 8077826570, +91 9690577438 (Husband)
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