PINKY GUPTA Superintendent- IIM Rohtak

About me- HR professional with 14+ years of progressive experience in human resources and administration across leading universities and institutions of national importance. Expertise in talent acquisition, employee engagement, policy design, performance management, HR analytics, and accreditation processes. Proven ability to partner with leadership to drive organizational effectiveness, employee development, and workplace culture.

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 • Nodal officer of Ranking & Accreditation • Managing Public Relation • Coordination of 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: -

- Currently handing BGA accreditation & have done re-accreditation of AMBA for IIM Rohtak
- Independently overseeing all academic, administrative, and logistical operations of the Executive Education Office- IIM Rohtak
- Handing corporate relation of IIM Rohtak along with PR activities
- Led end-to-end event management including planning, logistics, stakeholder coordination, and media outreach, delivering high-quality experiences with student bodies at IIM Rohtak.
- 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)
- **Mail ID** :- pinkyguptahr@gmail.com
- **Address** :- 23 Indra Nagar, Trans Yamuna Colony Ram Bagh Agra- 282006