

VIPUL KUMAR GUPTA

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Career Objective

MBA (HR) student with hands-on experience in **Talent Acquisition, recruitment operations, and onboarding support**. Skilled in end-to-end recruitment coordination, HR operations, ATS exposure, and stakeholder communication, with the ability to follow SOPs and work in structured, team-driven environments.

Skill Set Summary

- **HR Skills:** Talent Acquisition, Recruitment Operations, HR Service Delivery
 - **Recruitment:** Sourcing, Screening, Interview Scheduling, Onboarding Support
 - **ATS Exposure:** Workday (conceptual understanding)
 - **Reporting:** Candidate MIS tracking using Excel
 - **Tools:** MS Excel, Word, PowerPoint | Power BI (Basic)
 - **Soft Skills:** Communication, coordination, time management, quick learner
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Experience

HR Intern – Talent Acquisition | Aashman Foundation (WFH) | Jul 2021 – Feb 2022

- Supported end-to-end recruitment activities including sourcing, screening, interview coordination, and onboarding documentation. - Assisted in candidate shortlisting as per role-specific competencies and hiring guidelines. - Maintained recruitment MIS and candidate records using Excel while following SOPs.

Operations Intern | Turito Pvt. Ltd. (WFH) | Jul 2022 – Aug 2022

- Coordinated with internal teams for scheduling demo sessions and managing candidate data. - Supported operational workflows in a structured, guideline-driven environment.

Marketing Intern | The Times of India | Jun 2022 – Aug 2022

- Supported promotional activities and reporting in a target-driven work setup.

Marketing Intern | Maajtek Pte. Ltd., Singapore (WFH) | Mar – Aug 2024

- Conducted lead research and supported professional email outreach following defined workflows.

Projects Undertaken

Dissertation – Performance Appraisal System

- Studied MBO and 360-degree feedback systems and their impact on employee performance and motivation.

Live Project – Consumer Behaviour & Analytics

- Used Excel and Power BI for data analysis and reporting relevant to dashboards and MIS.

Certifications

- Microsoft Excel MO-200 (2025)
 - Data Analytics Certification (2024)
 - Power BI for Beginners (2024)
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Education

- **MBA (HR)** – DBS Global University, Dehradun (2024–2026)
- **BBA (HR)** – HNBGU, Uttarakhand (2020–2023)