

# ARCHI GUPTA

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## SUMMARY

Motivated and detail-oriented HR Recruiter with hands-on experience in sourcing, screening, and hiring candidates. Skilled in talent acquisition, communication, and candidate relationship management. Proven ability to manage end-to-end recruitment processes, coordinate with hiring managers, and close positions within deadlines. Seeking to build a strong career in Human Resources and recruitment.

## WORK EXPERIENCE

**HR Recruiter – EResolution (Expert Panel)** – Noida, India (August 2025 – Present)

- Sourcing candidates through job portals and social media
- Screening resumes and conducting HR interviews
- Coordinating interviews with hiring managers
- Managing candidate pipeline and follow-ups
- Handling offer negotiation and onboarding process

## INTERNSHIP

Intern – Tax2win (May 2024 – July 2024)

- Collected and verified customer data
- Assisted in compliance documentation and client support

## EDUCATION

BBA – Banasthali Vidyapith (2022 – 2025)

12th – St. John's School (2021 – 2022)

## SKILLS

- Recruitment & Sourcing • Communication • Interviewing • CRM Tools • MS Office