**7 Years, 1 Month Experiences In HR Recruiter, Administration And Facilitates Management**

**AMIT** **GUPTA**

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**Profile Summary**

7 years, 1 Month Work Experiences in HR Recruitment, Administration And Facilities Management in a start-up environment and currently looking for an opportunity to improve the skills and knowledge in a dynamic corporate environment.

**15th Dec 2012 – Present**

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| **Company:**  **Designation:**  **Responsibilities** | MobMatrix  Hr Recruiter, Administrative and Facilitate Manager   * Handling of HR activities, rules and policies of organization independently. * Recruitment and selection. * Salary management which includes payroll system and leave management. * Maintenance of employees personal files, Records, Database. * Responsible for all procurements related to Housekeeping, waste management, Pantry management. * Prepare regular reports on expenses and office budgets. * Manage office supplies stock and place orders * Distribute and store correspondence (i.e. letters, emails and packages). * Arrange travel and accommodations * Maintain a company calendar and schedule appointments. * Schedule in-house and external events. * Managing the day to day activities of the company. * Organizing and maintaining files and records. * Knowledge in sourcing profiles from different job portals. * Maintaining records and taking care of all the paper work related to employees. * Managing the banking related activities of both Employees and Management. * Managing the petty cash and keep account of office related expenses. * Interacting with vendors to manage the inventory of office supplies and other equipment required for office operations. |

**2009 – 2012**

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| **Company :**  **Designation :**  **Responsibilities :** | NSE Cash Tips  Backend Operations (Voice) - (Self Employed)  Relaying the information given by analyst, about buying and selling stocks, to the existing clients and pitching potential clients to concede our services. |

**2008 – 2009**

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| **Company :**  **Designation :**  **Responsibilities :** | Max New York Life Insurance  Financial Agent & Advisor  Reaching the target of selling the life insurance policy with in the stipulated time. |

**2004 – 2008**

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| **Company :**  **Designation :**  **Responsibilities :** | M/S Adarsh Medical Store + Adarsh Communications (Mob.Hardware & Software Services)  (Self Employed)  Shop Keeping and Maintaining inventory of stock based on sales   * Keeping account of all the cash inflows and outflows |

**Education:**

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| **2002-2004**  **2014-2016** | Bachelors in Commers (B.Com)  Post Graduate in Businesses Administration (PGDBA)  Specialization: Customer Relationship |

**Skill set :**

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|  | **Skill set**: Technical skill: Fair knowledge in M.S. Office tools and basic computer operation  **Professional skill**: Learning attitude, Passionate to take challenges, Good Communication skill |

**Personal Details**

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| **Date of Birth:**  **Languages Known** : | 22nd August, 1983  English and Hindi |

**Declaration**

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|  | I hereby declare that the information given above is correct to the best of my knowledge |

**Amit Gupta**