**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.
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**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 InsuranceFinancial Agent & AdvisorReaching 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
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**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, 1983English 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**