

7 Years, 2 Months Experiences In HR Recruiter, Administration And Facilitates Management

AMIT GUPTA

Splendour Apartments (Modi Builders), D - Block, 4th Floor, Flat- D 405 A, Gajularamaram, Hyderabad (T.S)– 500055



+91 – 9358166606; +91 – 8430866606



amitgupta.mob@gmail.com

Profile Summary

7 years, 2 Months 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

Company: MobMatrix

Designation: Hr Recruiter, Administrative and Facilitate Manager

- Responsibilities**
- 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

Company : NSE Cash Tips (Self Employed)

Designation : Backend Operations (Voice)

Responsibilities : 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

Company : Max New York Life Insurance

Designation : Financial Agent & Advisor

Responsibilities : Reaching the target of selling the life insurance policy with in the stipulated time.

2004 – 2008

Company : M/S Adarsh Medical Store + Adarsh Communications (Mob.Hardware & Software Services)

Designation : Self Employed

Responsibilities : Shop Keeping and Maintaining inventory of stock based on sales

· Keeping account of all the cash inflows and outflows

Education:

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

Skill set :

Skill set: Technical skill: Fair knowledge in M.S. Office tools and basic computer operation, Manage and maintain the company's CMS system (Content management Systems), Maintain SEO strategies (Search Engine Optimisation)

Professional skill: Learning attitude, Passionate to take challenges, Good Communication, Team Management, Team Work, Time Management, Organisation skill, Self Motivation, Problem Solving, Adaptability, Critical thinking, Creativity, Flexibility, Leadership, Customer Service, Digital Skill.

Personal Details

Date of Birth: 22nd August, 1983

Languages Known : English and Hindi

Declaration

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

Amit Gupta