SANKALP GUPTA
ASSISTANT MANAGER

PROFILE

A rigirous, task- driven professional with substaintial experience in team building, office and event management. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organisational levels. Posses incomparable ability to lead teams from the front and by example, and has an ambition to be a great manager of future.

CONTACT

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in https://www.linkedin.com/in/
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INTERESTS

Writing   Reading   Music

Movie   Travelling   Basketball

EDUCATION

Bachelors in Commerce, Commerce
Sri Guru Nanak Dev Khalsa College,
Delhi University, New Delhi
July 2016- June 2019

Somerville School,
New Delhi, Delhi
April 2002- May 2016

WORK EXPERIENCE

Assistant Manager | Spirit Masters Pvt. Ltd.
July 2019- May 2020
Management Trainee | Spirit Masters Pvt. Ltd.
January 2018- April 2018
- Managed the office and events.
- Assisted the sales team
- Trained and mentored new employees and interns.
- Actively handled the clients while executing and ensuring the on- time delivery of the services.
- Cultivated strong working relations with colleagues to increase the work productivity.

Human Resource Executive| Jobkhabri.com
December 2017- January 2018
June 2017- July 2017
- Scheduled and conducted the interviews.
- Conducted the hiring for zomato and uber eats.

Sales Intern| Gift a life
December 2016- January 2017
- Assisted the R&D team.
- Presented the vision to attract the potential clients.

AWARDS AND HONOURS

www.hataoo.com | 2nd Prize, Best Innovative Mind
Shahed Bhagat Singh College, Delhi University

www.ready2breed.com| 1st Prize, Creative Idea
Somerville School, New Delhi

Member of Vedang| The Debating Society
Sri Guru Nanak Dev Khalsa College, Delhi University

SKILLS

PROFESSIONAL		PERSONAL	
Finance		Leadership	
Microsoft		Teamwork	
Stock Market		Communication	
Conflict resolution		Planning	
Strategic Thinking		Work Supervision	