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| --- | --- |
| +91-8126864936 |  |
| [Guptaparamdeep@gmail.com](mailto:Guptaparamdeep@gmail.com) |  |
| [linkedin.com/in/paramdeep-gupta-24aaa12b2](https://www.linkedin.com/in/paramdeep-gupta-24aaa12b2) |  |

**Paramdeep Gupta**

Seeking a position in a company where I can launch my career and build a valuable skill set.

**WORK EXPERIENCE**

**Destar Consultancy Feb 2024-Jun 2024**

*Human Resource Executive*

* Sourcing, Screening, Validating, Shortlisting the candidates, following up on the interview schedules.
* Having sourcing experience by using these portals – Naukri.com
* Having exp of working with industries like internet, fintech, IT services, media production, mechanical or industrial engineering, Gaming, Computer Software, HVAC, Financial services, SAAS

**EDUCATION**

Masters of Business Administration, (2024-2026)

JECRC University, Jaipur

Bachelors of Commerce, (2020-2023)

St. Johns College, Agra

Relevant coursework: Financial accounting, Cost accounting, Banking system, Business communication, Principles of business management, Auditing, IT in business.

**SKILLS**

* Power BI
* MySQL
* Microsoft Excel, Word, PowerPoint
* Customer Management
* Critical Thinking and Decision Making.
* Requirement Elicitation
* Requirement Gathering.
* Validation
* Team Management
* Networking
* Languages Known: Hindi(Native), English(B2)

**Certifications**

* Career Essential In Generative AI by Microsoft And LinkedIN
* Career Essential In Business Analysis by Microsoft And LinkedIN
* Career Essential In Project Management by Microsoft And LinkedIN

**Project 1: Credit Card Transaction Report**

Developed a comprehensive dashboard using “Power BI” that provides real time insights into key performances metrics and trends enabling stakeholders to monitor and analyse credit card operations effectively.