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| **Shilpa Gupta**  **(MBA-HR)**  **Contact no.+91-7802882174**  **Email Id: shilpaom87@gmail.com** | **C:\Users\Pooja Agraval\Desktop\20141118_080959.jpg** |

**Career Objective**

**Seeking a position in Human Resource Management with an organization of repute**

To seek challenging avenues with my knowledge, learning, that would mold my personality into a matured professional.

**KRA’s**

Manpower Planning, Recruitment, Selection, Attendance & Entire HR Generic profile.

**Professional Skills**

* Recruitment, Resources & Development
* Opening of Bank accounts of employees.
* Maintain employee’s personal files.
* Prepare appointment letter & confirmation letter

**EDUCATION & CREDENTIALS**

**2003 S.S.C.** from Silver Bells English School, Gujarat Board.

**2005 H.S.C.** from Firadaus Amrut English School, Gujrat Board.

**2008 B.Com** fromH.K. College, Ahmedabad, Gujrat University.

**2011 MBA HR from** SIIMS College, Ooty, Bharathiyar University.

**IT Forte:** Well versed with MS-Office, Windows 95 / 98 / 2000 / XP, Microsoft 2000 Professional, Millennium, MS.DOS Internet Applications and Tally.

**Professional Training**

I have gone through the two months training at **Jindal Textiles** and three months training at **Arvind Mills Ltd** on Project Training & Development.

**STRENGHTS**

Good Communicator, Leadership Quality, Learning and exploring new things, Willingness to be innovative

**Personal Information**

**Date of Birth**: 17 December 1987

**Marital Status**: Married

**Gender**  Female

**Languages Known:** Gujarati, Hindi, and English

**Permanent Address**:H-3 vishwambhar appt. near amber cinema, bapunagar Ahmedabad-380024.

**Hobbies and Interests** Listening Songs, Surfing the Net

**Area of Specialization** Human Resource Management

**Passport** Valid

**REFERENCES**

1. Reena Tayde, Torrent Pharma Contact No. 9909913032 Email Id: reenatayde@torrentpharma.com

2. Pooja Agrawal (MBA-HR) Contact No. +919227580679 Email Id: [poojaskgupta@gmail.com](mailto:poojaskgupta@gmail.com)

3. Monika Chitlangya, (MBA-HR) Contact No. 8511063603 Email Id: [monikachitangya@gmail.com](mailto:monikachitangya@gmail.com)

**DECLARATION**

I hereby declare that, the above information given by me is correct to the best of my knowledge.

**Date: 17 Nov. 2014 Shilpa Gupta**