

Khushi Gupta

Human Resources Executive

✉ khushigupta.17314@gmail.com ☎ 7048993749 📍 Dwarka, New Delhi, India

📅 17/03/2004 🇮🇳 Indian 🏳️ She

🌐 [linkedin.com/in/khushi-gupta-391b8a262](https://www.linkedin.com/in/khushi-gupta-391b8a262)

🎓 Education

Bachelor's of business administration,

Jagannath community college, JIMS

2021 - 2024 | Delhi, India

12th Class,

Kendriya vidyalaya janakpuri

2020 - 2021 | New delhi, India

83%

10th Class,

Kendriya Vidyalaya Janakpuri

2018 - 2019 | New Delhi, India

90%

👜 Professional Experience

True Financial Services,

Human Resources Intern

04/2024 - 05/2024

New delhi, India

Taking interview, Documentation, Training and Development, Salary Calculation.

INVENTIVA- Nine Network Pvt. Ltd.,

Human Resource intern

06/2023 - 09/2023

New Delhi, India

Job description, Job posting(LinkedIn, naukri.com, workindia.com), resume shortlisting, taking interview, providing them with documents (offer letter, experience letter, lor, etc), documentation

Memechat pvt. Ltd,

Customer service intern

10/2022 - 01/2023

Gurgaon, Haryana

🧠 Skills

Inter-Personal skills

Communication skills

Problem solving

Attention to details

Languages

English • Hindi

Declaration

Khushi

Khushi gupta

New delhi, 17 May, 2024

Awards

Coordinated in Opine 2K23 and 2K24

Chief Coordinator at Annual Sports event 2K22 and 2K23

Coordinated in Vishleshan- Case study competition

Coordinated in FinQuest event

Coordinated in VERVE 2K24 (Annual Fest)

Projects

Community Service Project

Internship Report Project

Retail Report Project

Research Report Project