

NANCY GUPTA

Organized and timely in providing staff, departmental members, and executive management with reports on specific data findings and their impact on organizational growth and success.

Total Experience - 3.8+ Years [Immediate Joiner]

Hr Recruitment - July 2022 to Current

Looking for WFH

Orcapod Consulting services Private Limited - Recruitment Intern

June 2022 - Current (Work From Home)

- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters
- Maintaining number of Excel sheets

Client -

- Capgemini
- L & T
- CGI
- Tech Mahindra
- Reliance Jio

**Snypar Decor (Sagar, Madhya Pradesh) - Computer Operator [0.5 Yr]
Sep 2020-Feb 2021**

- Determining a sequence of operations by studying production schedules.
- Making appropriate changes to any documentation, as and when needed.
- Resolving user issues by answering questions and requests when they arise.
- Ensuring operation of equipment used by completing maintenance following the manufacturer's instructions.
- Responding to incoming telephone calls and mail inquiries from both internal and external customers regarding computer-related problems.
- Maintaining number of Excel sheets
- Dashboard and report creation

SmartCiti (Houston, Texas) - Data Analyst[2.5 Yr]

August 2017-Jan 2020

- Performed in-depth data validation on data from various suppliers across the world.
- Served as the primary contact for client service teams for several different projects.
- Researched and resolved data discrepancies with troubleshooting teams.
- Merged data with existing data sets, careful to keep old data sets and documentation.
- Communicated effectively with project management regarding issues and needs for projects.
- Worked with applications in backend data.

Skills-

- SQL
- Spreadsheets
- Critical Thinking
- Data visualization
- Data warehousing
- Communication
- Problem-solving
- Research
- Attention to detail
- Collaboration
- Project management
- Data preparation
- Statistics
- Writing
- Domain knowledge

SmartCiti (Houston, Texas) - Research Data Entry Operator [0.4 Yr]

April 2017-July 2017

- Strong understanding of Microsoft Excel or similar database software.
- Knowledge of word processors, like Microsoft Word.
- Excellent typing and transcription skills, including typing at fast speeds.
- Ability to research and collect data.

EDUCATION

Vatsalya Sr. Sec School (Sagar, Madhya Pradesh)

10th All Subject -62% (CBSE) 2011

Vatsalya Sr. Sec School (Sagar, Madhya Pradesh)

12th Mathematics -50% (CBSE) 2013

Government Autonomous Girls P.G. College Of Excellence (Sagar, Madhya Pradesh)

Bachelor Of Computer Applications-75% (DHSGU) 2017

CERTIFICATION

- Participation Certificate in International Mathematics Olympiad (2011)
- Certification of Merit in Web Designing from Hyderabad (2013)
- Participation in Libre Office Suite Writer organized by IIT Bombay (2015)
- Certified in Vb.Net and SQL Server 2008 R2 (2017)

SKILLS

- Team Leadership
- Problem Solving
- Customer Service
- Data Management
- Public Speaking
- MS Office
- Adaptability
- Financial Consultant

PERSONAL DETAIL

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DECLARATION

I declare that all information given above is correct and true.

