**Aakanksha Ramnivas Gupta**

[aakankshagupta6695@gmail.com](mailto:aakankshagupta6695@gmail.com)

##### +91 7016816219

##### Career Summary & Objective

Starving to work in Sales cum Operative department with continuously improving myself and dedicatedly achieving my goals. Quick learner, Positive attitude, Good Interpersonal Skill, Self Motivated and Highly Potential makes me complete package of Asset for employer to invest. Objective is to grow myself with Company.

##### Educational Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **INSTITUTE / UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| M.Com | Gujarat University | 2017 | Pursuing |
| Post Graduated Diploma In Banking | IFBI | NIIT | 68% |
| B.Com | Gujarat University | 2016 | 69.3 |
| HSC | GHSEB | 2013 | 72.3 |
| SSC | GSEB | 2011 | 69.08 |

**WORK CONTOUR**

1. **HR Executive & Coordinator**

**(Alpha 9 Marine Services from February 2017 to Till Date)**

**ROLES & RESPONSIBILITIES**

* Handling end to end Payroll
* Managing workplace safety issues
* Preparation of salary statement
* Communicating and explaining the organization's HR policies to the employees
* Handling the full and final settlement of the employees
* Preparing and submitting all relevant HR letters/documents/certificates.
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Coordinating with students and maintain the all records
* Reviewing documents and applications
* Preparing letters such as offer, appointment and confirmation
* Providing the necessary inputs during the hiring process
* Coordinating with placement officer for Campus Drive.

1. **Admin & Sales Coordinator**

**(Ambesoft Technologies from March 2015 to Dec 2015)**

**ROLES & RESPONSIBILITIES**

* Working on MS Office.
* Checking mails and replying back.
* Answering Incoming calls.
* Arranging Business Meetings.
* Client Coordination.
* Coordinating Team.

Also indulge into **Office management, Office stationary requirements, back Office work.**

##### Technical & Computing Skills

Finacle, CCC, Tally ERP 9, MS- Office, Internet Surfing & online Business Development Portals

##### Area of Interest

* Sales & operations
* Coordination
* Meeting New Person
* Learning & Development
* Payroll
* Statutory Compliances
* Finance & Accounts
* Banking and many more

### Personal Profile

### Name : Aakanksha Gupta

### Date of Birth : 06/06/1995

Gender **:** Female

Marital Status : Single

Address : B-3, Saidham Tenament, Kameshwar Park,

Vastral, Ahmedabad - 382418

### Languages Known : Hindi, English, Gujarati

Hobbies : Travelling, Music, Cooking & stitching

Strengths : Quick Learner, Positive Attitude

**Declaration**

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

Date: Regards,

Place: Ahmedabad. **Aakanksha Gupta.**