

# DIVANSHU GUPTA

Laxmi Nagar Delhi-110092 Contact no.:011-22026668 Mob: 9555944777

[Divanshu.gupta007@gmail.com](mailto:Divanshu.gupta007@gmail.com)

## CURRICULUM VITAE

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### HR/ADMINISTRATION / OPERATIONS MANAGEMENT

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Preferred Location: Delhi

<b>Objective</b>	:	Looking for a professional career in a challenging atmosphere, which provides ample opportunities for learning and growth.
<b>Educational Qualification</b>	:	Class 10 <sup>th</sup> from Laxmi public School, CBSE in 2003  Class 12 <sup>th</sup> from Survodhya Bal Vidhyalya, CBSE in 2005.  Bcom dropout from Delhi University.
<b>Professional Qualification</b>	:	Two Year Diploma in Software Engineer from CCT.
<b>Operating System</b>	:	Windows 98, MS Excel, MS Word, MS power point, Tally.
<b>Internet Tech</b>	:	Internet Browsing E-mail, HTML.

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### Experience:-

**Your Job Consultant LLP** Designation: **Founding Partner July 2012 – till date**

**A.**

**Your Job Consultant** is a Headhunting and HR consulting firm with a superb track record catering to a wide clientele. With nearly a decade in experience, we cater to clients both for requirements in India through our extensive in-house database that has over 20 million curated CVs, social media networks (Twitter, LinkedIn), Job Portals (Monster, Naukri.com, Shine.com) and candidate outreach programs.

We have helped our clients hire the best-in-class sales and marketing professionals, operations personnel, warehouse and logistics personnel, finance and accounts professionals, ethics and compliance resources and skilled professionals in information technology and software spreading across Engineering, IT, BFSI, Publishing, Ecommerce, Engineering, Pharmaceuticals, FMCG, and Consumer Durables sectors.

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## **Areas of Expertise:-**

- Preparing Job Description's for the requirements
- Craft recruiting emails to attract passive candidates
- Screening and shortlisting resumes as per the requirement
- Performing in-person and phone interviews with the candidates
- Handling complete end to end recruitment independently
- Handling the recruitment process of sourcing till joining of the candidate
- Source potential candidates from various channels (e.g. job portal, social media and references)
- Following up with the candidates till the interview
- Negotiation with shortlisted candidates
- Releasing Job offer to selected candidates
- Joining Formalities of new recruits and coordination with concerned department for smooth functioning
- Maintain Leave & Attendance records
- Preparing Salaries of the employees
- Handling Grievances , Induction and Orientation
- Team Handling and coordinating with different departments like Digital Marketing/ SEO/ Web Developer/ Content Writer/ Graphic Designer/ Logistics etc.
- Monitor fraud, chargebacks, refused payments, etc. Coordinating with payment gateways.
- Handling customer queries online and offline
- Solving clients queries through phone and email.

## **Work Profile:**

**B. My Job Caafe** as a Tele Recruiter Cum Marketing Executive since

April2009 to till June2012 .

## **Company Profile:-**

- o Consultancy Provides quality services in offering Staffing solutions have helped us in carving an esteemed position in this industry with in a short span of time.
- o Consultancy dealing with clients, scrutinizes various factors like nature of job, time, position requirements and the likes.
- o Consultancy help job seekers to find the right job based on their qualification, interest area, aptitude, skills and career objective.
- o Consultancy deals with IT and Non-IT both sectors.

## **Work Profile:-**

- Mapping client's manpower requirements, coordinating and ensuring the right candidates at the right job.
- Sourcing and screening the right candidates through various sources like references and our data bank.
- Independent screening and short listing of CVs.
- Scheduling the interview of short listed candidates with the company.
- Follow up with the selected candidates till the date of joining.
- Maintain Daily records.

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- C. Kotak Mahindra Prime Ltd** as a Credit Co-ordinator since Oct2007 to till Mar2009.

## **KMPL Profile:-**

- KMPL is India's Leading car finance company.
- The company is dedicated to financing and supporting automotive manufacturers, dealers and retail customers.
- The company offers financing in the form of loans for the entire range of passenger cars, multi utility vehicles and pre-owned cars.
- The company also offers Inventory funding and infrastructure funding to car dealers.
- KMPL has preferred financier relationship with various car manufacturers in India such as General Motors, Honda, Hyundai, Maruti, Toyota, M&M, Volkswagen, Skoda, Audi etc.

## **Work profile:-**

- Find Out the eligibility of clients through financials, Client is eligible for Auto Loan or not.
- Check out Other loans of clients tracks from banks statements or schedule of loans.
- Cross check the dedupe of clients.
- Last check the client status through Cibil(Credit Information Bureau(India) Limited).

## **PERSONAL DETAILS**

Date of Birth	:	1 <sup>st</sup> December 1987
Father's Name	:	Shri Arun Kumar Gupta
Sex	:	Male
Nationality	:	Indian
Marital Status	:	married
Languages known	:	English, Hindi

Date:

Place:

**(DIVANSHU GUPTA)**