

## **CURRICULUM-VITAE**

### **PARUL GUPTA**

Address: 3/5353, VinayVihar,

Pin- 247001, Saharanpur (U.P)

Mobile: +91-9193166227

Email: [guptaparul844@gmail.com](mailto:guptaparul844@gmail.com)

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### **CAREER OBJECTIVE:**

Looking for a professional human resource position. Coming with extensive knowledge of human Resource principles & ability to handle complex problems using outstanding organizational and Time management skills.

### **PROFILE SUMMARY:**

- A customer oriented, multitasking fresher holding MBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.

### **CORE COMPETENCIES:**

- Effective communication skills
- Efficient Management skills.
- Good convincing power.
- Sound knowledge of HR practices.
- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Unmatchable communication skills in writing and verbal both.
- Ability to work in a team as well as individual.
- Decision making & creative thinking skills.

### **ACADEMIC QUALIFICATIONS:**

- MBA in HR from Dev Bhoomi Group of Institution, Saharanpur affiliated to AKTU, Lucknow in 2020.
- M.Com from CCS University, Meerut in 2020.
- B.Sc. from CCS University, Meerut in 2018.
- 12<sup>th</sup> (Non-Medical) from Guru Nanak Inter College, Saharanpur in 2015.
- 10<sup>th</sup> from Guru Nanak Inter College, Saharanpur in 2013.

### **INDUSTRIAL TRAINING:**

Completed Two months training program in **RANA POLYCOT LIMITED (RPL)**, AMBALA, HARYANA.

**ADDITIONAL SKILLS:**

- Certification in Hardware & Networking course F.T.C.P.
- Certification in Computer BCC.
- Sound Knowledge of MS Office.
- Certification of NSS .

**ACHIEVEMENTS:**

- Got award for Miss Fresher in MBA.
- Won prize for second position in boards toppers in school
- Got selection in entrance test of engineering in Aakash institute for full free of cost program.
- Receive many awards in college level like Mixed quiz competition, Rangoli, drawing etc.

**EXTRA CURRICULAR ACTIVITIES:**

- Fond to be active on all Social media platforms.
- Actively participated in INDIA AGAINST CORRUPTION campaign.

**PERSONAL DETAILS:**

- **Father Name** : Rajesh Gupta
- **Mother Name** : Manju Gupta
- **Date of Birth** : 18/07/1997
- **Languages Known** : English,Hindi
- **Hobbies** : Travelling, Listening Music, Indoor Games, Reading Books.
- **Nationality** : Indian

**Declaration:**

It is hereby declared that if any information provided by me is found incorrect then the company or firm has right to disqualify me.

Date: .....

(Parul Gupta)