Astha Gupta

asthagupta2010@gmail.com | 9045767048

EDUCATION

Manav Rachna International University
| MBA in HR & IT |
Sept 2017 | Faridabad, Haryana | CGPA- 7.6

College of Engineering Roorkee | Uttarakhand
B.Tech in Computer Science Engineering | June 2014 | Roorkee, Uttarakhand.| Grade- 71.40 %

HSC | St. Ann's S.S School, Roorkee | CBSE | May 2010 | First class – 74.4%

SSC | St. Ann's S.S School, Roorkee | CBSE | May 2008 | First Class – 88.6%

SKILLS

C/C++/HTML, **|** Web Designing Windows OS, Microsoft Office, Adobe Photoshop LR, **|** Presentation, Team Work, Project Management and People skills **|** ArcGis, QGIS, Google Earth, GIS Services.

LINKS

LinkedIn (https:www.linkedin.com/in/astha-gupta-a11926106)

MEMBER

Active member of NGO "Better Life Training Institute", Roorkee

EXPERIENCE

Bharat Broadband Network Limited, Delhi | GIS Analyst |
Dec 2018 - Present
- Working on ArcGIS software.
- Creating and using maps, compiling geographic data, analyzing mapped information and managing geographic information in a database. Uploading data on the portal and managing GIS services.
- Also working on QGIS software.

Bharat Broadband Network Limited, Delhi | Network Engineer |
June 2018 – Dec 2018
- Working on Bharat Net Project
- Supervising Field-Engineers and managing Uttarakhand state connections
- Managing ERP systems to improve their efficiency
- Guiding teams for preparation and finalization of various reports

Indian Institute Of Technology, Roorkee | Project Assistant |
Jan 2018 – June 2018
Working with Prof. Sanjay Chikermane for:
- Recruiting candidates for the new projects, scheduling and conducting interviews and bringing them onboard
- Green building project: developing project website, research on green buildings, preparing business model and assisting in writing project Reports
- Kath-Khuni house projects: conducting surveys, developing questionnaires, preparation of proposals, research, conducting awareness programs, conducting workshops, monthly report preparation and financial reports

Ambuja Cements Ltd. (Lafarge Holcim Group), Roorkee | HR Intern |
Feb 2017 – March 2017
- Updated and managed Company specific management portal including Contract Labor Management and Staff management
- Studied, analyzed and provided feedback for site specific changes to be made in the newly installed WORKDAY system for efficient management
- Prepared monthly progress report including cost analysis report, FTE report and GMR report
- Studied the Ambuja Cements Ltd. new Performance Management System, Training and Development, and Selection and Recruitment process

ITC Ltd, Saharanpur | HR Intern |
June 2016 – July 2016
- Sensitization of Skill Development of Factory Workmen
- Developed Questionnaires and Conducted Surveys/Carried out Profile Management for employees with their work and skill set

NTPC Ltd Noida | CS Intern |
June 2013 – July 2013
- Analyzed NTPC' Existing LAN system at NTPC, Noida
- Updated their Existing LAN system in NTPC Library

PROJECTS

National Mission On Himalayan Studies | Feb 2018 – Present
- Assisting in managing Project worth INR 1.5 Crore.
- Project management: Monthly reports, Performance reports, PPTs, budgets.

Green Building Project | January 2018 – Present
- Developing project website for green building in HTML, CSS and JavaScript.
- Research on different aspects of Green building projects in India abroad.
- Preparing business model for the same.

ERP System Development in Organizations | Sep 2016 – Nov 2016
- Done analysis of ERP System in V-Mart, Gurgaon
- Provided feedback for drawbacks and remedial measures in consultation with IT dept**.**

Location Based Smart Mobile Organizer | August 2013 – Dec 2013
- Setting up Location based alarm or reminder to user for preplanned task.
- User can set locations on map using GPS where his mobile will automatically go to silent.

AWARDS & HONORS
- Topper and second topper (semester-wise) in MBA.
- Scholarship Student in MBA
- Participated in English Questionnaire, event organized by Expression's 12 and won 2nd prize