**RESUME**

**Deepti Swarup**

**Address:** H&M Royal Society, Building 2B, Flat no 803, Opposite Talab Factory

Kondhwa B.K, Pune Maharashtra 411048

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| ****SYNOPSIS**** |

* To be an efficient part of the organization work with full dedication and sincerity towards bringing organization goal to enhance my skills and knowledge’.
* Expertise in designing & implementing training programs for bringing confidence of employees & high energy level and team spirit in the employees.
* Good communication and problem solving skills with the ability to work in multicultural environment.

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| PROFFESIONAL EXPOSURE |

**From JULY 31ST (2015) to DEC 31ST (2018) with SHAKTI AUTOS (Bajaj Two Wheeler agency)**

**RAEBARELI as a BRANCH MANAGER in Raebareli.**

**Work Profile**

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* Planning Monthly & seasonal activities related to sales, taking approval by senior management & implementing those.
* Deal with Customers some times.
* Leakage analysis.
* Cross checking of customer enquiries, follow-ups & close cards.
* Preparing all report related to sales & reporting to the company on daily, weekly monthly basis.
* Defining sales target.
* Managing the entire office, documents and materials, organizing confidential files, etc.
* Taking interview & selecting candidate, offer negotiation & follow up till joining to ensure closure.
* Motivating team members for delivering desired result.
* Performance monitoring of sales representatives.
* Designing & implementing a strategic sales plan that expands company’s customer base & ensure its strong presence.
* Coaching & training
* Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.

**From May 1 to 31 Aug (2014) with Om auto Mahindra as a HR-Manager in Raebareli.**

* Sourcing,Screening, short listing, candidates.
* Taking interview & selecting Candidate, offer negotiation & follow up till joining to ensure closure.
* Providing offer letter on joining the service, issuing appointment latter with brief working agreement or policies.
* Keeping a track of the attendance of the employees.
* Filing the leave forms & keeping the track of the leaves taken.
* Planning events or activities regularly or on some occasions, getting those approved by senior management & implementing those.
* Taking the surveys in order to understand their engagement level to their work and accordingly take actions.
* Handling the staff so that people are not dissatisfied with each other.
* Conducting exit interview s of candidates who are resigning.
* Issuing relieving letter & letter of experience.
* Properly filling relevant documents of the new joining as required.

**From May1 to 31Oct 2013 with Reegan technologies Pvt. Ltd. as a Sr.HR Executive.**

* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting the telephonic or personal interview.
* Encouraging the employees to provide reference for better prospects.
* Maintain and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.
* Offer negotiation.

 **From June 1st 2012 to January 5th 2013 with D.B.S institute of training, education &**

**management as a“CLERK” in Raebareli.**

* Admission handling.
* Counseling of students.
* Maintaining the entire student database records, being responsible even for enrolling and transferring students.
* Handling stock of dresses, books & stationery etc.
* Assist the administrator in each task, perform clerical functions and respond to any inquiries of the staff, parents, students and public.
* Managing the administrative office, taking in calls, arranging appointments and meetings, receiving visitors, processing documents and materials, organizing confidential files, etc.

**From January 1st 2011 to December 31st 2011 with “Glossal India”**

**As a “HR/ADMIN Executive“in Greater Noida.**

* Recruitment & Selection.
* Scheduling the shortlisted profiles for interview & ensure follow up.
* Candidate selection, offer negotiation & follow up till joining to ensure closure.
* Maintain one’s own data base.
* Taking ownership of handling Walk-ins.
* Making good and healthy relationship between Employees & company.

**From july-2010 to Dec -10 with NAGARTRAVEL AGENCY as Counselor.**

* Handling calls about queries of our services.
* Deal with customer
* Data maintaining
* Maintaining Company and customer relation.

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| PROFESSIONAL QUALIFICATION |

* **MBA**(Major- **HR,** Minor- **MARKETING**) From MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA.(2008-2010)
* 6 Month diploma in Hindi typing.
* 6 Month diploma in Short hand.

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| ACADEMIC QUALIFICATIONS |

* **B.com:**

2007 passed from Firoz Gandhi collage Raebareli (affiliated to KANPUR UNIVERCITY).

* **Intermediate:**

2004’ ­- Passed from U.P BOARD Art Stream.

* **Matriculation:**

2002-Passed from U.P BOARD.

**COMPUTER EXPOSURE**

* Post Graduate diploma in computer application (PGDCA)**.**
* Knowledge of Ms-world, excel, PowerPoint.
* Familiar with Internet.

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| LINGUISTIC PROFICIENCY |

* Hindi.
* English.

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| KEY SKILLS AND ATTRIBUTES |

* Committed to work with flexible approach to work and to take initiative whenever required.
* Aggressive target oriented personality and Very committed towards the assignment given to me
* Hard working, Enthusiastic and Honest.
* Matured enough to handle sensitive information in a professional way.
* Positive attitude in every situation.

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| HOBBIES |

* Penetrating deeply on the assignment given to me to arrive at a judicious result.
* Interested in maintaining zeal in new adventure, this would help in my future planning and destiny.
* Music, Dance, Sports and my friends.

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| PERSONAL DETAILS |

**Father Name** : Shri. Kailash Chandra

**Sex** : Female.

**Marital Status** : Married.

**Date-: DEEPTI SWARUP**

**Place-:**