# Renu Gupta

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# Seeking jobs in HUMAN RESOURCE MANAGEMENT with an organization of repute

***Location Preference: Delhi/Gurgaon***

# SUMMARY

* Possess strong communication and interpersonal skills.
* A dynamic go-getter & quick learner with ability to work under pressure and meet deadlines.
* Presently pursuing **PGDHRM** from **NMIMS** through distance mode.
* Familiar with the talent acquisition role and its responsibilities.

# EXPERIENCE

* Fresher, seeking jobs in HRM.

# EDUCATION

* Pursuing 2 years PGDHRM (distance learning) from SKVM’s NMIMS, (2018 – 2020).
* Graduated in Bachelor of Commerce (regular course) from Kalindi College, Delhi with 53% marks second division (2015 – 2018).
* 12th from CBSE Board in 2015 with 82% marks, first division with distinction.
* 10th from CBSE Board in 2013 with 74.1% marks, first division.

# SKILLS AND ABILITIES

* Excellent communication skills (Reading, Writing, and Speaking) in English & Hindi Language.
* Excellent computer skills including the ability to operate MS Office programs at highly professional level.

# ACCOMPLISHMENTS

* Secured 2nd position in Delhi State Amateur “Tug-of-War” Association affiliated to Delhi Olympic Association.
* Secured 1st position in Basket Ball. Delhi School’s Sports.
* Secured 3rd position in Boxing, Delhi University Inter College.

**PERSONAL DETAILS**

Date of Birth: 27th November, 1997