Mrs. DEEPALI GUPTA

|  |
| --- |
| Delhi  Contact No. +91-8791271728  Email Id- **[24deepali1995@gmail.com](mailto:24deepali1995@gmail.com)** |

|  |
| --- |
| **CAREER OBJECTIVE :** |

I want to be a part of organization that provides me an opportunity to do my best and improve my knowledge with latest trends and to be part of them to work dynamically towards the growth of organization.

|  |
| --- |
| **ACADEMIC QUALIFICATIONS :** |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Qualification** | **University/ Board** | **Passing Year** |
| 1. | M.B.A (HR) | Khandelwal College of Management Science and Technology, Bareilly  (UPTU) | 2017 |
| 2. | B.C.A. | Khandelwal College of Management Science and Technology, Bareilly  (MJPRU) | 2015 |
| 3. | INTERMEDIATE | R.B.L. Girls Inter College, Bareilly  (UP Board) | 2012 |
| 4. | HIGH SCHOOL | R.B.L. Girls Inter College, Bareilly  (UP Board) | 2010 |

|  |
| --- |
| **EXPERIENCE:** |

* Currently I am working with Durga Confectioners Pvt. Ltd. in FMCG sector as an HR manager (Dec. 2020 - Present).
* Previously, I gained the experience of an IT Recruiter for 1 year (Jan. 2020 - Dec. 2020) in Dynamic Consultants, Noida.
* Previously, I had work in an IT Recruitment Consultancy for 1.8 years (March 2018 - Dec. 2019) in G & R Placement Consultancy, Delhi.

|  |
| --- |
| COMPUTER SKILLS : |

* Programming Languages: **Java, ‘C‘, C++, .Net, Oracle**
* Operating Systems: **Windows XP, MS-DOS**
* Knowledge of **Microsoft Word, Excel, PowerPoint**
* Create the **Blog**
* Web designing Languages: **HTML & CSS.**
* **Website** designing

| JOB RESPONSIBILITIES : |
| --- |

* Filter candidates with online job portals via Naukri.com , Times Jobs , Monster , Indeed also from Social Media.
* Designing and Implementing the overall Recruiting Strategy.
* Screening Resumes
* Permorming in-person and phone interviews with candidates.
* Permorming references and background checks.
* Scheduling interviews of Candidates.
* Assesment of HR and Candidate Feedback over the Requirement.
* Provides an efficient and effective support to the company to find great candidates.
* Keep Records of Applications.
* Maintaining Job Description of each & every role.
* Hiring the positions of Programing Developer, Tester, Support Engineer, Network Administrator & many more.

|  |
| --- |
| **PERSONAL INFORMATION :** |

**Spouse Name** : Mr. Neeraj Kumar

**Date of Birth** : 24-04-1995

**Gender** : Female

**Nationality** : Indian

**Marital Status** : Married

|  |
| --- |
| **DECLARATION :** |

I hereby declare that statements made above are true and correct to the best of my knowledge and belief.

**Date : 06/05/2021**

**Place : Delhi (DEEPALI GUPTA)**