

# JYOTI UPADHYAY

LM-1304 SUPERTECH ECOCITI

Sector-137 Noida.

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## OBJECTIVE:

To be associated with an esteemed organization that provides career development opportunities that shall yield the twin benefits of job satisfaction and a steady-paced professional growth.

## WORK EXPERIENCE:

- ✓ 6 months experience in Support Soft Technologies(IT) as HR Executive.
- ✓ 6 month experience in Affinity Solutions Private Limited(Real Estate) as HR Executive.
- ✓ 1 year 9 month experience Haveon Deal Services Pvt Ltd(Real Estate) as HR Manager & Sales.

## ACADEMIC PROFILE:

- ❖ M.B.A. (Finance And HR) from CSJM Kanpur University in 2018.
- ❖ B.C.A. from Dr. R.M.L. Avadh University Faizabad in 2016.
- ❖ 12<sup>th</sup> from Army Public School, Binnaguri (W.B.) 2013.
- ❖ 10<sup>th</sup> from Army School, Faizabad 2011.

## COMPUTER LANGUAGES KNOWN:

- ❖ C, C++, Java, HTML
- ❖ Excel
- ❖ Power points MS-Office.

## HOBBIES:

- ❖ Listing Song
- ❖ Travelling
- ❖ Cooking

## INTERNSHIP PROJECT:

**Organization:** Future Generali Life Insurance Co.

**Project:** 1st June to 15th July 2017.

**Topic:** Ratio analysis.

## PERSONAL STRENGTHS:

- Adaptable to Changing Circumstances
- Energetic
- Leader Ship Quality
- Ability to work in Team

- Good Communication Skills.

## ACADEMIC PROJECT:

- **Minor Project:** Webpage on university of Delhi by using HTML & CSS.
- **Major Project:** Online Quiz based on Java and SQL Server.
- **MBA project:** "COMPARATIVE STUDY OF HDFC AND SBI HOME LOANS".
- A Study on Performance Appraisal of An Emp. At Co. (RSPL Pvt Ltd)

## SKILLS:

- ❖ Ratio analysis
- ❖ Capital budgeting
- ❖ Awareness About ESI benefits
- ❖ Screening Process Of recruitment
- ❖ Joining Formalities
- ❖ Exit Formalities
- ❖ Induction
- ❖ Employee Engagement
- ❖ Performance Appraisal
- ❖ Leave Management
- ❖ Salary Maintenance
- ❖ Statutory Compliances

## PERSONAL DETAILS:

NAME: Jyoti Upadhyay  
DATE OF BIRTH: 1 January, 1996  
GENDER: Female  
MARITAL STATUS: Single  
NATIONALITY: Indian  
LANGUAGES KNOWN: Hindi and English

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

Date:

Place:

JYOTI UPADHYAY