

# PRAKHAR GUPTA



## PERSONAL DETAILS

### EMAIL

prakharg781@gmail.com

### MOB.NO

+91 7905242364

### DATE OF BIRTH

30/09/1997

### FATHER'S NAME

Mr. Shambhu Dayal Gupta

### MOTHER'S NAME

Mrs. Rajshri Gupta

### MARITAL STATUS

Unmarried

### LANGUAGE KNOWN

Hindi & English

## SKILLS

- Hard Working
- Candid Performer
- Leadership
- Hris
- Strategic planner

## CAREER OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

## WORK HISTORY

### EXECUTIVE- OPERATIONS AT STARTEK FROM FEB TO APRIL IN 2024

- Verify Documents of Drivers for Onboarding Process
- Checking Documents Of Drivers like Pancard , Adhaar card, bankPassbook ,Driving License, Registration certificate & Insurance.
- Checking Driver Details in Each Documents Of Slot

### HR RECRUITER AT PITCS FROM FEB TO AUGUST IN 2023

- Source Candidate From Job Portals
- Scheduling Interviews By Coordinating With Them
- Post Jobs In Job Portals And Get Connect With Them

### HR INTERNSHIP AT GROWUPP FROM NOV TO APRIL IN 2023

- Screen resumes
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Prepare HR-related reports
- Address employee queries about benefits

## ACADEMIC QUALIFICATION

- High school from C.B.S.E board in 2013
- Intermediate from nios board in 2015
- B.com(hons) from shri ramswaroop memorial university in 2018
- M.B.A in HR & MK from maharishi university in 2020

## CERTIFICATES

- Adca from tech-mech institute of advance technology in 2019 (Advanced Diploma in Computer Applications)
- Ccc from nielit in 2019(Course on Computer Concepts)

## DECLARATION

I here by declare that all the above information provided is true and fair in my knowledge.

