

KARAN GUPTA

@ Guptakaran471@gmail.com

9838191401

Ho. No.19 Saadatganj Lucknow Uttar Pradesh 226003

Skills & Personal Strength

Communication and Understanding Skill

HR Core functions Skill

Leadership and Problem solving Skill

Team work & Operation Management Skill

Compliance & Decision Making Skill

Basic Knowledge of Excel MS Office IT Etc.

Knowledge of HR Payroll, HR IR Etc.

Smart Hard Working

Very Adaptive in Nature

Adjust To Any Environment Easily

Not Afraid To Admit when I am Wrong

Never Loose Hope Believe in Yourself

Language

Proficient English

Personal Details

Date of Birth : 30/10/1995

Marital Status : Single

Nationality : Indian

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Hobby

- Facing Challenges, Creative Thinker, Enjoy New Experience, Traveling, Learning New Things and Self Motivation Etc.

Education

Chhatrapati Sahu Ji Maharaj University
B.com Professional

Swami Vivekanand Shubhratri University
Presuing MBA with Human resource and Operation Management

Experience

- GVK EMRI** 4 May 2016
Case Closing Desk (ERO) - 3 Nov
Manage inbound and outbond Calls and Update tha 2018
Data Gathering.
- Godrej Boyce & Manufacturing LTD.** 3 Jan 2019
HR Compliance officer - 31 Aug
Manage Statuory Compliance Under Contract 2020
Labour Law and Keep Records, Documentation, PF ESI
Enrollment and Payroll support Etc.
- ATN HR Consultant** 1 Sep 2020
HR Generalist - 30 May
Manage HR Daily Function as Per Requirements 2021

Projects

- KEC International,Shalimar,Mocha Etc.
Manage Payroll Statuory Compliance, Audit, HR Support Etc

Additional Information

Desired Annual CTC Between 3 Lakh to 4 Lakh.