

# **RESUME**

**Name :** SURBHI GUPTA

**ADDRESS:** SHAKUMBARI ENCLAVE ROORKEE (U.K.)

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## **CAREER OBJECTIVE**

To seek a position in HR field , as this provides me a good opportunity to exhibit my skills and competence in the choose field.

## **EDUCATION DETAILS**

- MBA from Graphic Era Hill University(DEHRADUN)2019.
- BBA From GRD girls degree college(DEHRADUN)2017
- 12<sup>th</sup> From National Institute Of Opening School (NOIDA)2014
- 10<sup>th</sup> CBSE From Children's Senior Academy (ROORKEE)2012

## **PERSONAL SKILLS**

- Self confidence& Self belief
- Self Motivated
- Ability to deal with people

## **COMPUTER PROFICIENCY**

- Basic Fundamentals,
- MS-Office and INTERNET

## **INTERNSHIP**

- AXA Parenterals LTD Puhana (Roorkee) Pharmaceutical Company Training onRecruitment and Selection Duration 6 Week.

## **EXPERIENCE**

- 1 Year Working experience in RCM COMPANY As a HR Recruiter
- **RECRUITMENT** ( Understanding manpower Requisition from the concerned department .
- Coordinate with recruitment agencies
- Conducting first round of Telephonic interview & shortlisting CVs.
- Communication with candidates and schedule interviews
- Ensuring background and reference checks are complete.
- **INDUCTION AND ONBOARDING** (conduct initial orientation to newly hired employess)
- Preparing and giving Appointment Letter,Offer letter to new joinee & sending offer through mail
- Properly filling relevant documents of the new joinee required.

- Introducing him/her to the team and concern person
  - **OTHER DUTIES** (Assisting with day to day operations of the HR functions and duties.
  - Compiling and update employee records( hard and soft copies)
  - Mails operate and reply.
  - Maintain admin block 5s.
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- **1 year Experience IN BAJAJ CAPITAL FINANCIAL SERVICES LTD. ( AS AOPERATION EXECUTIVE )16<sup>th</sup> Jan20 - 31<sup>st</sup> Jan 21)**
  - Preparing daily various registeres maintenance & costumers service
  - Doing verification of files sources and attending the costumers query's & call
  - Verification of costumers documents & legal documents at the time of disbursal
  - Biometric attendens ( punching for self and team )
  - Maintain petty cash register, deal ragister , login register, cash ragister,renewal ragister on a daily basis
  - Coordinate with client and collect renewal of existing clients
  - Mails operate on a daily basis
  - ☐ Preparing report and submitted report to zonal manager
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- **1 year Experience From Velmed Hospitals As a (HR Generalist) (1<sup>st</sup> june 2021-30<sup>th</sup> June 2022)**
  - Documentation to New joining formalities , Collect all documents to New joinee.
  - Induction and orientation to New Joinees.
  - Training and Development and biometric punching to all staff.
  - Check background verification to all new joinees.
  - Employee Engagement Activities in a weekly basis for all departments.
  - Working PF And ESIC form Filling.
  - Daily Activities ( Birthday wishes send, check all documents to New joinees.)
  - Prepare Salary breakup to New joinees.
  - Prepare Appointment Letter, Experience Letter, increment letter and Approval letter, OJT Letter)

### **EXTRA CURRICULUM ACTIVITIES**

- Attend Workshop on Karvayastock.
- Attend Workshop on Infotech Edge (Mr Sanjay Joshi)

### **HOBBIES/INTEREST**

- Listening Music
- Playing Badminton
- Cooking

### **PERSONNEL DETAILS**

|                      |                          |
|----------------------|--------------------------|
| <b>Date of birth</b> | <b>: 14/08/1996</b>      |
| <b>Father's Name</b> | <b>: MR. Sunil Gupta</b> |
| <b>Language</b>      | <b>: HINDI, ENGLISH</b>  |

**Gender : Female**  
**Nationality : Indian**

## **Declaration**

**I assure You that the above mentioned particular are true the best of my knowledge .if you will give me a chance to serve in your organisation ,I will serve to my best level .**

**Date :**

**(SURBHI GUPTA)**