

ASTITAV GUPTA(HUMAN RESOURCE)

OBJECTIVE

I am seeking a role which allows me to continue learning and Perfecting my skills as I provide High quality work and encourage me to flourish

EXPERIENCE

Jamkash Vehicleades Pvt. Ltd Maruti

25.4.2023 - 10-3-2024

Cashier

Collection of Cash from the Customer and Maintenance of Daily book entry .Along with Update on Companies Potal

ITC LTD (OFF ROLE)

15-3-2024 - Till date

Time Keeper(HR Department)

Managing Daily Attendanc And Leave Management Along with this managing Culture , Planning Activities, Occasion Celebration at the company

Candidate profile review conducting there interviews along with there documents verification .

Arrangement of Daily Wagers Listening there problems and provide them bestest Solution.

EDUCATION

Cluster University of Jammu

2018-2021

B.com

70%

Jammu University

2021-2023

M.com

60%

STRENGTH AND PERSONAL TRAITS

- 1.Ability to Work under High pressure and deadlines
- 2.Always ready to learn from any setback that befall me .
- 3.Positive Attitude,Team work and Result oriented.

PERSONAL DETAILS.

Date of Birth : 01/11/2000

Marital status : Unmarried

Nationality : Indian

TECHNICAL QUALIFICATION

- 1.One Year Diploma in Computers Application
- 2.6 Months Diploma in industrial accounting.

CONTACT

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Bakshi Nagar Jammu Jammu and Kashmir

SKILLS

Problem solving

Decision Making

Time Management

Group Discussion

Recruitment

Client Management

Interviewing

Corporate Hiring

LANGUAGES

English

Hindi

Dogri

