

# AMAN GUPTA

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## EDUCATION

### University of Delhi

Bachelors in Commerce  
20212024

### Aditya Birla Public School (CBSE)

AISSCE XII 2020

### Aditya Birla Public School (CBSE)

AISSE X 2018

## SKILLS

- Leadership skills
- MS Office Suite
- Canva
- Content writing
- AI TOOLS Expertise
- Strong Communication
- Convincing skills
- Data Analysis
- Creative writing
- Analytical and Critical Thinking

## CERTIFICATION

### STAGE MANAGEMENT HEAD

### INTERNATIONAL CONFERENCE

SAMRIDDH BHARAT- INDIA TOWARDS  
THIRD LARGEST ECONOMY  
FEB'2024

## ABOUT ME

A dedicated leader with a passion for fostering creativity and community engagement. Experienced in strategic planning, team management, and event coordination. Eager to leverage skills in HR to drive organizational success and employee satisfaction.

## WORK EXPERIENCE

### INTERNSHIPS

#### Human Resource Trainee

TechSharks Internet Services Pvt. Ltd.  
Aug '23Nov'23

- Developed expertise in recruitment, talent acquisition, and resume assessment, aligning strategies with organisational goals.
- Proficient in handling employee inquiries, effectively communicating HR policies, and fostering workplace communication.
- Acquired comprehensive knowledge of labor laws, ethical considerations, and the importance of accurate recordkeeping for compliance.
- Actively contributed to HR projects, notably increasing employee engagement through well-executed initiatives and policy development.
- Successfully conducted campus placements and internships for 600+ students with renowned institutions such as Delhi University, Indraprastha University, Amity, IIM Indore, and IIM Bodhgaya, overseeing end-to-end recruitment processes
- Demonstrated strong problem-solving skills and active involvement in decision-making processes within the HR domain, resulting in a noticeable decrease in employee relations issues during the internship
- Played a pivotal role in policy improvement and paperwork enhancement, collaborating with managers to bring positive changes to the organisation.
- Demonstrated proficiency in HRIS software, including Zoho CRM, contributing to streamlined and efficient HR operations.

## POSITION OF RESPONSIBILITIES

### PRESIDENT - AREOPAGITICA

The Bilingual Creative Writing Society, SBSEC.

Feb'23 May'24

- Recruited and Led a team of 30 members, expanding to 60 in the second term, and managed a community of over 1000 creative writing enthusiasts.
- Orchestrated the annual fest "Lehza," securing sponsorships from Hyundai, Decathlon, Pehchan NGO (first term), and MG Motors, Nine, Ayouth Veda, Unacademy (second term).
- Curated Writing related events, workshops, and open mic nights, extending impact beyond the college community.
- Managed a dynamic team of 100+ writers during "Lehza," conducting daily sessions to enhance creativity.
- Conducted recruitment drives, growing team size and community engagement significantly in both terms.
- Managed budgets over 2 lakh rupees for "Lehza 2.0" (second term), ensuring efficient allocation and financial oversight.
- Collaborated with international NGOs (Viva Con Agua, Welt Hunger Hilfe) and local platforms (The Social House) to broaden event reach and impact.
- Fostered a supportive environment for creative writing enthusiasts, revitalizing the society amidst pandemic challenges.

### MEMBER - CARPEDIEM

The English Literary & Language Society, SBSEC.

Feb'23- May'24

- Organized a successful seminar titled "Finding Voices," providing a platform for insightful discussions.
- Negotiated and signed MOUs with different societies, gaining valuable experience in negotiating terms and conditions for successful deals.
- Volunteered actively during events, showcasing dedication and commitment to the society's mission to the promotion of language skills and literary appreciation and objectives.
- Participated in the publishing of the newsletter- Zikr-e-khayal, contributed with the writing skills, and the operational works.