

# Gunjan Verma

## HR Executive



D.O.B. : May 4, 1997

Marital Status: Unmarried

## Contact



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## Languages

Hindi ,English

## Certifications

**January 2021** - Financial accounting certificate course- **Tally Prime** from **Digital India**.

**March 2021** - Financial accounting certificate course- **Advance GST** from **Digital India**.

**September 2021** - Pursuing 'O' Level from **NIELIT**.

**November 2021** - CCC Certificate from **NIELIT**.

**May 2022** - Pursuing **Digital Marketing** Course from **RankUp India**.

## Summary

"Highly motivated Human Resource Specialist with exceptional performance-driven approach in office management with ability to provide high-end support services to human resource needs, organizational procedures and company's performance."

## Skill Highlights

- ◆ Administration
- ◆ Management
- ◆ Recruitment to Joining process
- ◆ Client Handling
- ◆ Record Maintenance
- ◆ Payroll Management
- ◆ M.S. Office
- ◆ Libre Office
- ◆ GST ,TDS ,MIS
- ◆ Tally
- ◆ Knowledge of Social Media

## Experience

**Oct 2021-Present - EduGorilla Community Pvt. Ltd., Lucknow**

**Designation- HR Recruiter**

Hiring Both IT & Non IT candidates acc. to the company's requirements through consultancy, college placements, social media & job platforms. Overall hiring process ,record maintenance of Employees & Assets ,management .

**Oct 2020-Oct 2021 - SMP Energy Pvt. Ltd., Lucknow**

**Designation- HR Admin & Accountant**

Record maintenance & documentations for NOC of bio fuel pump, handling requests, feedbacks, queries professionally. recruitment through job Portals , handling Social media Accounts, management, client handling, maintaining sales & purchase billings & records on monthly bases, MIS, petty cash, meeting arrangements & Payroll.

**Sept 2019-Mar 2020 - Passific Eduvision Pvt. Ltd., Lucknow**

**Designation- Office Assistance**

Admissions for foreign medical courses, management and team handling & Recruitment.

**Aug 2018-July 2019- Vodafone, Lucknow**

**Designation- BDM**

Postpaid connections target, handling service requests of users and resolving issues, visiting private and government corporate and completing biometric process of postpaid connection. Permanent desk in HCL, Lucknow for new connections and queries. **Achievement - Certified with E-Guru Certificate**

## Education

**2019-2022** - M.B.A. (Human Resource and International Business) from **Lovely Professional University, Phagwara, Punjab**.

**2015-2018** - Graduation from **Rohilkhand University (MJPRU), Bareilly, UP**.

**2013-2014** - Intermediate (**UP. Board**)

**2011-2012** - High School (**UP. Board**)