

RESUME

AMISHA GUPTA

Mob No- 880842 1484

Add- Village & Post- Chilkahar

Distt: Ballia - 221701

Email- Guptaamisha865@gmail.com

CAREER OBJECTIVE:

To work in an organization with a professional work driven environment, where I can utilize and apply my knowledge, skill which would enable me as a fresh to grow while fulfilling organizational mission.

EDUCATIONAL QUALIFICATION:

- High School passed From Board of Secondary Education Assam in year 2016.
- Intermediate passed from Assam Higher Secondary Education Council in year 2018.
- B.Sc in Biotechnology from Jananayak Chandrashekhar University Ballia in year 2021.

WORK EXPERIENCE:

HR_Executive in LOKNIRNAY Company from July 2023 to Sept 2024.

Role & Responsibilities:

1. Hiring, Training & Managing employees.
2. Developing and implementing HR policies.
3. Preparing payroll of Employees.
4. Managing Employees performance.
5. Managing Employees Grievances.
6. Monitoring HR department Budget.
7. Ensuring compliance with labor laws.
8. Ensuring Employees relations.

TRANNING (INTERNSHIP PROGRAMM): -

- Samuday Chikitsa Kendra Deva, Barabanki, Uttar Pradesh

STRENGTH:

- Efficiency of learning is too high.
- Working with good communication skills.
- Believe in practical working process.
- Good time management.
- Always positive and believe in hard working

Personal Details: -

Father's Name: - Mr. Gulab Chandra
DOB: - 01/12/1999
Religion: - Hindu
Gender: - Female
Marital Status: - Unmarried
Language: - Hindi, English, Bhojpuri & Assamese

Declaration: -

Thereby declare that all the information provided above are true and to the best of my knowledge.

Amisha Gupta