



CONTACT

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🏡 78,CHHATRASHAL NAGAR,
NANDPURI,MALVIYA
NAGAR,JAIPUR
RAJASTHAN(302017)

COMPUTER SKILLS

MICROSOFT OFFICE SUITE
 OUTLOOK
 SAP
 MINITAB
 ADOBE PHOTOSHOP

STRENGTH

COMMUNICATION
 PRIORITIZING TASKS
 FAST LEARNER
 WORK ETHICS

SOCIAL

ln <https://www.linkedin.com/in/rishabh-gupta-60b137177>
f /rishabh.gupta.948011

CORE COMPETENCIES

EMPLOYEE RELATIONS
 HRIS MANAGEMENT
 DATA ANALYSIS
 BENEFITS ADMINISTRATION
 PROCESS IMPROVEMENT

SELF PROFILE

FATHER'S NAME : ASHOK GUPTA.
 MOTHER'S NAME : RICHA GUPTA.
 D.O.B : 06/FEBRUARY/1996.
 MARITAL STATUS : UNMARRIED.
 LANGUAGE : ENGLISH, HINDI.

CARRIER OBJECTIVE

TO SECURE A CHALLENGING POSITION WHERE I CAN EFFECTIVELY CONTRIBUTE MY SKILLS AS PROCESSING COMPETENT TECHNICAL SKILLS.

EDUCATION

- MASTER OF BUSINESS & ADMINISTRATION
MAJOR STREAM HUMAN RESOURCES
(VIVEKANANDA GLOBAL UNIVERSITY) 2019-2021
- BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT
(INSTITUTE OF HOTEL MANAGEMENT RHOAK) 2015-2018

EXPERIENCE

MANAGEMENT TRAINEE IN HUMAN RESOURCES

VIVO RAJASTHAN| FEB 2021 - PRESENT

- FACILITATES ONBOARDING OF NEW HIRES.
- MAKER/CHECKER.
- RECRUITMENT.
- WORKS CLOSELY WITH PAYROLL AND MANAGING THE BENEFITS PROGRAM.
- ORGANISING AND CONDUCTING HR TRAININGS.
- ENSURES A HIGH LEVEL OF EMPLOYEE ENGAGEMENT.
- MARKET VISIT.

CORPORATE HUMAN RESOURCES EXECUTIVE

GOKUL KRIPA COLONIZERS AND DEVELOPERS PRIVATE LIMITED| JUN 2020 - JAN 2021

- FACILITATED ONBOARDING OF NEW HIRES.
- WORKED CLOSELY WITH PAYROLL AND MANAGED THE BENEFITS PROGRAM.
- ORGANIZED AND CONDUCTED HR TRAININGS.
- ENSURED A HIGH LEVEL OF EMPLOYEE ENGAGEMENT.
- CONTRIBUTED TO ORGANIZATIONAL PLANNING.

TRAINING

ON JOB TRAINEE IN HUMAN RESOURCES

THE OBEROI RAJVILAS |10.OCTOBER.2019 - 27.MAY.2020

RESPONSIBILITIES

- FACILITATED ONBOARDING OF NEW HIRES
- DOCUMENTATION
- HIGH LEVEL OF EMPLOYEE ENGAGEMENT
- CREATED REPORTS AND DATA ANALYSIS

PLANET HOLLYWOOD GOA

TRAINING PERIOD: 12.DECEMBER.2016 - 7.APRIL.2017
IN FOUR MAJOR DEPARTMENT

PROFESSIONAL CERTIFICATIONS

- HUMAN RESOURCES MANAGEMENT BY OXFORD HOME STUDY COLLEGE.
- SAP HUMAN CAPITAL MANAGEMENT BY UDMEY.
- RECRUITING, HIRING, AND ONBOARDING EMPLOYEES BY UNIVERSITY OF MINNESOTA.
- MANAGING EMPLOYEE PERFORMANCE BY UNIVERSITY OF MINNESOTA.
- MANAGING SOCIAL AND HUMAN CAPITAL BY WHARTON UNIVERSITY OF PENNSYLVANIA
- MANAGING THE COMPANY OF THE FUTURE BY UNIVERSITY OF LONDON
- HUMAN RESOURCES RECRUITMENT AND SELECTION BY THE OPEN UNIVERSITY.
- IAB DIGITAL MARKETING AND MEDIA FOUNDATIONS BY GOOGLE.
- NEW MODELS OF BUSINESS OF SOCIETY BY UNIVERSITY FROM VIRGINIA.
- MINDSHIFT BY MCMASTER UNIVERSITY
- ADVANCE MICROSOFT EXCEL BY TATA STEEL.
- EMAIL ETIQUETTE COURSE BY TCS ION.
- BASICS OF INVENTORY MANAGEMENT COURSE BY TCS ION.

ACHIEVEMENTS

- APPRECIATION CERTIFICATE FOR KITCHEN DEPARTMENT AND CO-CURRICULAR ACTIVITIES.
- DANCE CHOREOGRAPHER AGARWAL SAMAJ (2016).
- 1st PRICE IN PAINTING COMPETITION (2015 SIHM ROHTAK).
- 1st PRICE IN DANCE COMPETITION (SRN SCHOOL 2014).
- 3rd RANK IN STATE LEVEL KARATE CHAMPIONSHIP.
- 2nd RANK IN DRAWING SPONSORED BY HDFC BANK.

CAPABILITIES/SKILLS

PROFESSIONAL
DANCER
PHOTOGRAPHER
ARTIST
FITNESS TRAINER

PERSONAL
CREATIVE SPIRIT
TEAM PLAYER
FAST LEARNER
MOTIVATED

DECLARATION

I HEREBY DECLARE THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I UNDERTAKE TO INFORM YOU OF ANY CHANGES THEREIN, IMMEDIATELY. IN CASE ANY OF THE ABOVE INFORMATION IS FOUND TO BE FALSE OR UNTRUE OR MISLEADING OR MISREPRESENTING, I AM AWARE THAT I MAY BE HELD LIABLE FOR IT.

DATE:

PLACE: JAIPUR

RISHABH GUPTA