

Resume
Amit Kumar Gupta

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PROFESSIONAL SKILLS

- ☐ **Excellence in Analysis and Problem Solving:** Adept in monitoring the day-to-day operational activities; steering improvement initiatives with focus on streamlining & managing operations with proactive planning, etc.
- ☐ **Good Communicator:** A good communicator with excellent analytical & interpersonal skills with the sound ability to grasp new concepts & utilise them in a productive manner

FUNCTIONAL SKILL-SET

-Worked on Excel and MS Word for Administration works in coaching institute. Handled work of taking monthly Feedback of Teachers & institute from students and preparing a monthly report. Handled HR related work of updating daily staff attendance, etc. Worked with Real-estate Company wherein maintained records of buyers and sellers, calling them and taking regular follow-ups, preparing Agreements, etc.

EMPLOYMENT SCAN

- November 2021 To April 2022 - Worked with Goodwill Buildtech Pvt. Ltd., Dwarka as Front Office Executive.
- August 2017 To March 2020 - Vidyamandir Classes Ltd., Anand Vihar, Worked as Senior Academic Coordinator cum HR Executive cum Admin Executive.
- March 2002 - May 2016 - Holtec Consulting Pvt. Ltd., Gurugram, Worked as Electrical Draftsman & Data Entry Operator.

EDUCATION CREDENTIALS

3 YEARS DIPLOMA IN ELECTRONICS & COMMUNICATION ENGINEERING PASSED IN 2000 FROM
PUSA POLYTECHNIC, DELHI WITH 1st DIVISION.

COURSE IN MS-OFFICE FROM NIIT INSTITUTE,

COURSE IN 2-D AUTOCAD DRAFTING FROM CADD CENTRE, DELHI.

TRAINING AS A PART OF ENGINEERING CURRICULUM WITH LARSEN & TOUBRO LTD.

CLASS 12th - PASSED IN 1997 WITH 61.2% MARKS,

CLASS 10th - PASSED IN 1995 WITH 88.8% MARKS,

KEY ACHIEVEMENTS

- Received Gold medal for being a Topper in Mathematics & Sanskrit in class 10th in my school.
- Got merit Scholarship in Pusa Polytechnic.

PERSONAL DOSSIER

Date of Birth: 7th September, 1979
Residential Address: Flat No-55, Shubham Apartment, Pocket-4, Sector-12, Dwarka, New Delhi-110078 .
Linguistic Proficiency: English and Hindi.
Strengths: Honest, hard working and sincerity
Location Preference: Delhi/NCR.