|  |  |
| --- | --- |
| Charul gupta | 31/125 gali no.7 bhikham singh  Colony vishwash nagar,Delhi.  **9891850407, 9654554420**  **charul12297@gmail.com** |
| EXPERIENCEArs solution pvt ltd, Delhi — *Hr Recruiter*January 2020 - PRESENT  * Design and update job descriptions * Source potential candidates from various online channels. * Screen incoming resumes and application forms. * Interview candidates (via phone, video and in-person) * Send job offer emails and answer queries about compensation and benefits  Snd synergies and solutions pvt ltd, Delhi — *Hr Recruiter*january 2019 - december 2019  * Design and update job descriptions * Source potential candidates from various online channels. * Screen incoming resumes and application forms. * Interview candidates (via phone, video and in-person) * Send job offer emails and answer queries about compensation and benefits   .  **One year experience in translation as freelancer.** EDUCATION*10th Passed From CBSE Board in 2012**12th Passed 76.4% From CBSE Board in 2014**B.A. Hindi (H) Final 70.3% From Delhi University Regular in 2017**M.A. Hindi 52% From Delhi University in 2019*INTERNSHIPInternship with Sabh Digital Media company. My responsibilities are writing articles, photo-essays and videos, and transcription and translations in hindi and English language. | SKILLS  * Effective Communication Skills * Excellent Interpersonal Skills * Ability to deal with pressure * Good analytical and problem solving skills. * Typing Skills in Hindi and English.  LANGUAGES Hindi and English.  **PERSONAL DETAILS :-**  **Father’s Name**  : Sh. Sanjeev Gupta  **Mother’s Name**  : Smt. Bindu Gupta  **Date of Birth**  : Feb.12, 1997  **Marital Status** : Unmarried  **Religion/Nationality** : Hindu, Indian |