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| 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.
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.**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.

LANGUAGESHindi 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  |