

POOJA GUPTA

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PROFESSIONAL SUMMARY

Experienced human resources professional seeking an opportunity to advance my career within a growing, employee-focused organization. Over 2 years of success providing start-ups and small businesses with human resources consulting and management. Expert in accounting and financing, expense and payroll management, payroll management and time tracking, project management, and analytics.

EMPLOYMENT HISTORY

Feb. 2020 – Present Delhi, Delhi

Executive Administration, Aadinath India Pvt. Ltd.

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Greet visitors or callers, handle
- Schedule and confirm appointments for clients, customers, or supervisors.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Develop or maintain internal or external company Web sites.
- Compile, sort and verify the accuracy of data before it is entered.
- Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners. their inquiries, or direct them to the appropriate persons according to their needs.

Mar. 2019 – Feb. 2020 Delhi, Delhi

Data Research Analyst, Shobha Industries Pvt. Ltd.

- Design customer interface of online storefront, using web programming or e-commerce software.
- Calculate revenue, sales, and expenses, using financial accounting or spreadsheet software.
- Fill customer orders by packaging sold items and documentation for direct shipping or by transferring orders to manufacturers or third-party distributors.

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.

EDUCATION

Master of Arts: Sociology	Present
<ul style="list-style-type: none">• IGNOU - Delhi, Delhi	
Bachelor of Arts	Jul. 2019
<ul style="list-style-type: none">• DELHI UNIVERSITY - Delhi, Delhi	
12th Class: Arts	Jun. 2016
<ul style="list-style-type: none">• S.B. MILLS SR. SEC. SCHOOL - Delhi, Delhi	
10th Class	Jun. 2014
<ul style="list-style-type: none">• S.B. MILLS SR. SEC. SCHOOL - Delhi, Delhi	

SKILLS

- Payroll
- Outlook
- MS Word
- MS Excel
- Tally 9 ERP

(POOJA GUPTA)