

# Resume

## Apply – Recruitment Expert

(Talent Acquisition Expert | Connecting Top Talent with Premier Opportunities)

Specialize – Blue Collar and White Collar hiring (Recruitment | Technical Screening | Documentation | Visa Process | Flight Booking | Deployment)

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Ashok Gupta (34 Years)

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Address

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HGI Colony F6/657, Sultanpuri Delhi 110086.

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### Education & Technical

1. BCA 2011
2. Stenography – English – 2012
3. IT
4. Computer Hardware & Networking
5. English Typing Skills – 40 to 50 WPM
6. Graphics Designing
7. Video Editing (After Effect, Filmora & Edius)
8. Basic Web Designing (HTML, CSS & Java Script)
9. Welding - 2G, 3G & 4G ARC, MIG AND TIG AND Gas Cutting
10. Tank Fabrication (Rolling, Shearing, Bending and Fabrication)
11. Basic Mechanical Isometric and Civil Drawings Readings
12. Civil and MEP
13. Catering and Hospitality
14. AI GPT IMGAE 2 AND NANO BANANA 2
15. Flight Booking

### Experience

## Aryaa International

Aryaa International, Overseas manpower Services – CBD Belapur, Navi Mumbai, Maharashtra – India.

2015 - 2025

- As a seasoned Senior Recruiter, I specialize in driving talent acquisition strategies that attract and secure exceptional candidates.
- My approach combines strategic planning, advanced sourcing techniques, and a deep understanding of client needs to deliver top talent efficiently and effectively.
- Coordinated client needs and sourced candidates. Screened profiles and conducted preliminary interviews. Managed candidate, medical processes and visa applications
- Conducting Online Interviews through, Zoom Meeting, Microsoft team, WhatsApp Video Call, IMO Video Call etc.

- Expertise in Sourcing CVs through using social media, Portal and Sub Agent.
- Very Smartly work as FE Registration and Demand letter and POE letter and any permission for conducting Client Interview in anywhere in India.
- Very well experience to manage all Visa process and Documentation as per Visa process of Gulf Countries.
- All Over India, About Manpower very well-known and Categories of area to source CVs where is distribute of requirements and mobilize.
- Manage team to recruit Candidates for as per Client needs and Screen CVs and understood the Quality of Recruitment.
- Online Ad posting Though social media for Recruitment Drive's, and for Manpower hiring as per Client Demand.
- Ad Post Creating and Posting through CorelDraw, Photoshop, Illustrator and AI GPT Image 2 and Nano Banana.
- Presenting live Video and Making video through Wondershare Filmora, Edius and Aftereffect Editing about, our Recruitment Drive before Client Interview's and after Selection.
- Astatic Practical knowledge of Basic Mechanical, Civil and MEP work to support us to Recruitment.
- Very well Understood of All Civil, MEP & Mechanical Construction work and Basic Isometric Drawings etc.

**Notice Period to required**

- Immediate

Thanks, and Regards  
[Ashok Gupta | LinkedIn](#)

Date: