



CARRICULUM VITAE

PRIYANKA GUPTA

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Address: -

House No-1352, Sec-55,
Near Police Chowki
Ballabgarh Faridabad-121004 (Haryana)

CAREER OBJECTIVE

To ensure a challenging position in the field that allow me to utilize my knowledge enhance my capability I do my best performance

ACADEMIC QUALIFICATIONS: -

- **10th Passed from HBSE Board (Haryana).**
- **12th Passed from HBSE Board (Haryana).**
- **Graduation in B.com from MDU University.**

PROFESSIONAL QUALIFICATIONS: -

- **Tally, MS Office MAIL (Word, Excel & Power Point).**

EXPERIENCE: -

- **4 years of experience as a Account assistance & Back office operations in Dharna Engineer.**

KEY SKILL: -

- Coordination between clients and management.
- Maintaining MS excel and Data Entry.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals
- Invoice processing and filing.
- Bank reconciliation.
- Recording and filing cash transactions.
- Maintaining office documents, files and facilities, Day to day office work in terms of Coordination.
- Work at office Administration.
- On a daily basis, provide administrative support for all data entry using MS Excel
- Customer service is a must.
- Assisting with staff and client upkeep and record keeping
- Managed the company's updates and changes
- To carry out administrative tasks such as ordering supplies, sending information, and printing.
- To work with the sales staff to coordinate.
- To be able to help the front-desk staff.

- The inventory of office supplies must be kept in mind.
- Recruitment
- To provide support and help to the management team.
- MIS Reporting

STRENGTH: -

- Time Punctual
- Hardworking
- Honest& Time Punctual

HOBBIES: -

- Listening Music
- Reading Books

LANGUAGE KNOWN: -

- Hindi
- English

PERSONAL INFORMATION: -

Father's Name : Sh. Balram Gupta
Date of Birth : 10/06/1999
Marital Status : Single
Gender : Female

DECLARATION: -

I declare that all information provided above is best of my knowledge & benefits. I understand that any information given above is found wrong; I will be liable of any rejection.

Place:

Date: -

(Priyanka Gupta)

