



# AKASH GUPTA

Data Handling

## About Me

Akash Gupta, tech adept in MS Office, Excel, and C/C++. Proficient in photo editing and data entry. Bachelor's in Computer Science. Ready to contribute precision and efficiency to your team.



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93 A DDA Janta Flat Rampura

## LANGUAGE

- English
- Hindi

## EXPERTISE

- Management Skills
- Creativity
- Data Handling
- Negotiation
- Critical Thinking
- Leadership

## EXPERIENCE

### Event management:

#### Wedding Events:

- As a shadow boy, provided seamless support during wedding ceremonies, ensuring smooth execution of tasks and attending to guests' needs.
- Assisted in coordinating vendors, managing logistics, and overseeing event setup to create memorable and stress-free wedding experiences.

#### Sports Events:

- Served as a coordinator for sports events, liaising with teams, officials, and venue staff to ensure events ran smoothly and according to schedule.
- Managed event logistics, including equipment setup, participant registration, and crowd control.

#### Cultural and Social Events:

- Played a pivotal role in organizing cultural and social events, including festivals, concerts, and charity fundraisers.
- Collaborated with performers, sponsors, and volunteers to coordinate event logistics.

## EDUCATION

### Open School of Learning (SOL DU)

Bachelor of Arts  
2021-2024

### Guru Nanak Dev Rohini Campus DSEU

Diploma in Computer Science  
2023-2026

## SKILLS SUMMARY

HTML

CSS

JAVASCRIPT

Basic Computer Knowledge

Data Handling

Event Management