

# **RESUME**

## **DIVYA GUPTA**

Address : 3, Orapark Colony, Laxmi Nagar, Ujjain (M.P. ) 456010  
Contact No : +91-7828479658  
Email Id : divyagupta5925@gmail.com

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### **CAREER OBJECTIVE:-**

Passionate to deals with challenges in a dynamic & progressive organization where my skills and knowledge can contribute to the company's goals and achievements and also add my own personal and professional goals.

### **EDUCATIONAL QUALIFICATION :-**

- Passed out M.B.A. from IPS, IBMR Institute of Management Indore.
- Passed out B.Com from Vikram University in 2021 Marks :- 73.70%
- Passed out 12<sup>th</sup> Commerce from BSEB IN 2018 Marks :- 68 %
- Passed out 10<sup>th</sup> from CBSE in 2016

### **Other Academic Detail :-**

- Project Report of MRP.
- Presentation in Various Product.

### **TECHNICAL QUALIFICATION :-**

- Tally using (ERP 9) with GST
- Basic :- MS word, MS Excel, Power Point.

### **WORK EXPERIENCE :-**

- Work with Garvit Enterprises as an accountant.
- Shri Patidar Medical Stores as an Data Entry Operator.
- Working on Jana small finance Bank as a Sales Profile (B.D.E) Business Development Executive in Indore. (may to dec 2023)
- Working on Bank of Baroda as an (B.D.M) Business Development manager in Ujjain. (Jan to dec 2024)

### **STRENGTHS :-**

- I have Greater Analytical Skills.
- Punctual & self Motivated.
- Positive & Creative Thinking.
- Smart Worker.
- Sincere about work.

**SOFT SKILL :-**

- Communication in English, Hindi.
- Presentation & Group Discussion.
- Negotiation & Convincing skill.
- Knowledge of how to apply risk management tools & techniques in work place.

**HOBBIES :-**

- I love to learn something new all the time.
- I believe reading is one of my best hobbies.
- I love travelling and I try to take a trip every season.

**OTHER ACHIEVEMENT :-**

- Got NSE certificate (National Stock Exchange) of banking & insurance in 30 March (2022)
- Certificate of internship in Iernx 10 Aug (2022)
- Internship in Tenhard & Company.

**PERSONAL DETAILS :-**

Father's Name	:-	Mr. Rajesh Gupta
Date of Birth	:-	29/05/2000
Language Known	:-	Hindi & English
Nationality	:-	Indian
Marital Status	:-	Unmarried
Gender	:-	Female

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Ujjain

(DIVYA GUPTA)

Date :