

Gautam Patwa

Gautam Kumar Patwa

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College student with experience in service, information management, and event coordination, aiming for an HR intern role. I am eager to absorb knowledge from seasoned professionals and apply the insight to enhance workplace culture and efficiency.

Skills

Communication Skills

- Good verbal communication to transfer information and instruction precisely, and easily understandable to ensure the intended message is accurately received and comprehended.
- Capable in drafting policies, emails, reports, and other documents
- Capable in understanding and executing instructions and suggestions as an active listener.

Interpersonal/Social Skills

- As a supportive friend and a senior family member, cultivated the ability to understand and address others' problems, emotions, and needs.
- Able to maintain teamwork and collaboration between workers in a small shop with 4 workers.
- Active in establishing connections in social network applications such as LinkedIn, Instagram, Facebook, and so on.

Organisational Skills

- Always punctual in time. From childhood, I have been trained to be scheduled on time and ensured to complete work/tasks on time.
- Proactive in making discussions in business and family as a senior member.
- Able to handle multiple activities and set up priorities as per the situation.
- Focused, committed and hard working to achieve goals

Analytical/Financial Skills

- Maintaining inventory management in Excel sheet and handbook of a small shop with multiple categories of items and entries.
- Recording transactions and maintaining account balance accuracy.
- Responsible for calculating and generating the financial year report of a small shop. The report consists of total revenue, turnover, asset entries update, and profit/loss calculation.
- Able to understand fundamentals of stocks and mutual funds and able to perform investment strategically.

Technical Skills

- Strong skills in Word, Excel, PowerPoint, and other Office applications.
- Hands-on experience in [Tally ERP](#). That includes managing financial accounting, inventory control, and GST compliance.

Experience

Hindustan Celestial Pvt Ltd / HR Intern

Feb 2025 – May 2025, Remote

Supported the CEO in daily operations, ensuring inter-departmental coordination and workflow efficiency. Managed recruitment, documentation, and reporting, fostering effective team communication. Contributed to strategic planning for organizational performance improvement.

Neetu Traders / Manager and Accountant

May 2022 - PRESENT, Darbhanga

Assisted in keeping financial records, preparing reports, and performing financial analysis. Supported team coordination, project management, and various operational tasks. Acquired practical experience in bookkeeping, invoicing, and financial reconciliation.

Present and future analysis of a new financial Institution / Project

October 2024 - December 2024, Darbhanga

Completed the 30 days project on this topic at the college level.

Education

Lalit Narayan Mithila University / BBA in Human Resource Management

October 2022 - Present, Darbhanga, Bihar

CGPA: 7.73 (4th Sem), 8.21 (3rd Sem)

Honored by Tata Capital Pankh Scholarship for academic excellence and potential in finance.

Bihar School Examination Board / I.COM

2020 - 2022, Darbhanga, Bihar

Percentage: 63.4%

Honored by Government Scholarship for academic performance.

Awards and Certifications

- Successful Completion of HR Internship: "[Hindustan Celestial Pvt. Ltd](#)". Actively contributed to recruitment coordination, human resource management, and administrative operations. Demonstrated strong diligence, commitment, and professionalism in executing assigned responsibilities. Received commendation from the director for impactful contributions.

- Successfully participated in District & State-level competition organized by the Reserve Bank of India: "[RBI90Quiz](#)".

The quiz focuses on economic, financial, and banking knowledge, testing participants' understanding of India's financial systems, policies, and the role of the RBI.

- Certificate Prep: Professional in Human Resources (PHR)® by [LinkedIn](#).

The course covers workforce planning and employment, employee and labor relations, total rewards, learning and development, and HR operations. Developed a strong foundation in HR laws and compliance, talent acquisition strategies, performance management, and organizational development to effectively support strategic HR functions in a business environment.

- Completed course "Most Essential and Popular Excel Formulas and Functions" on [Udemy](#).

The course covers Excel formulas and functions such as VLOOKUP, HLOOKUP, IF, SUMIF, COUNTIF, INDEX, MATCH, CONCATENATE, and TEXT, as well as financial formulas like PMT, NPV, and IRR. Acquired skills in data manipulation, analysis, and visualization to improve business processes and support better decision-making.

- Tata Group - Data Visualisation: Empowering Business with Effective Insights
Job Simulation from [Forage](#).

It enhanced my ability to use data visualization tools which help in framing business scenarios, selecting appropriate visualization, creating impactful visuals, and communicating insights effectively. Gained hands-on experience with tools like Excel, Power BI, and Tableau

- Completed course “Diploma In Financial Accounting (DFA)”.
from [Sky Computer Education](#)

The course covers financial accounting, principles, accounting software, GST, income tax, and financial statement analysis.

- Completed course “The Fundamentals Of Digital Marketing” from Google Digital Garage.