

CURRICULUM VITAE

Pushpa Gupta

69, A Hill Cart Road, Kurseong
Dist- Darjeeling,
Pin: 734203.
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Pushpa_sbpl@yahoo.com

Pushpa Gupta

Skill Summary

- Excellent Presentation, Communication, Analytical and Documentation skills.
- Ability to interact effectively with people.
- Sincere and committed.
- Exhibit the traits like Self-confidence, Self-starter, Curiosity and Result oriented.
- Compatible in team environment and also to work well independently.

Objective

To work to the best of my ability at a position requiring innovative and challenging employment that will utilize my experience and professional skills and offer advancement opportunities.

Academic Qualification

- Matriculation:
 - Subjects: Science (Physics, Chemistry), Math's, Social Studies, Geography, English, Hindi, Nepali, Environmental Education.
 - Percentage Marks: 59.6%
- Intermediate:
 - Subjects: Accountancy, Corporate, Income Tax, Mathematics and Statistics, Computer, Business Organization, Business Management, English
 - Percentage Marks: 75% (*)
- BCOM (Bachelor of commerce): Completed.
 - Percentage Marks: 55%
- MCOM (Master in commerce): Appearing (At present in 2nd year)

Professional Qualification

- **Computer Application.**
Microsoft Office-Windows, Word, Excel, Power Point, MS-DOS.
- **Tally**
Tally7.2, Tally.ERP9 release 4.5, Retail Integration System.

Experience

Working For Tata Tiscon under Siliguri Builders Pvt Ltd. (An Authorized Distributor of Tata Steel Co.) as an Assistant Manager since April 2011, handling MIS, Retail Integration System, TOC Dashboard (Sales, Purchase and Stock related work), E-sales, E-purchase, Customer Service.

Working as a Business Development Manager since 2013.

Personal Details

Date of Birth : 22-08-1987
Father's Name : B.L Gupta
Marital Status : Unmarried
Nationality : Indian
Caste : Hindu
Languages known: English, Hindi, Bengali, Nepali.

Last Drawn CTC: 180000/-

Expected CTC: 240000/-

Date:
Place: Siliguri, Dist: Darjeeling

Signature