

Personal Information

Name: Pushpa Gupta

Gender: Female

Date of Birth(DOB): 1987-08-22

Permanent Address: 69/A Hill cart road, kurseong

District: Darjeeling

Current Address: 69/A Hill cart road, kurseong

Marital Status: Single

Contact Number: 9749059058

Mobile Number: 9749059058

Email: pushpa_sbpl@yahoo.in

Contact Person: Pushpa Gupta

Contact Person's Number: Pushpa Gupta

Country: India

Nationality: Indian

Citizenship No.: India

Education Details

Academic Level: Masters

Board/University: IGNOU

School/College: IGNOU

Degree Title: M.com

Division: Second

Percentage/CGPA: 58

Passed Year: 2014

Degree Status: Completed

Academic Level: Bachelors

Board/University: North bengal University

School/College: North bengal University

Degree Title: b.com

Division: Second

Percentage/CGPA: 55

Passed Year: 2011

Degree Status: Completed

Academic Level: Intermediate/10+2

Board/University: wbbvet

School/College: Holy Cross Institute

Degree Title: H.S

Division: First

Percentage/CGPA: 75

Passed Year:

2008

Degree Status: Completed

Short Term Courses / Professional Trainings

Diploma in tally & fact Diploma in Computers

Skills and Competencies

Language Skills: English Hindi Bengali Nepali Bhojpuri

IT Skills : Retail Integration system

Other Skills : Computer Application. Microsoft Office-Windows, Word, Excel, Power Point, MS-DOS. Tally Tally 7.2, Tally.ERP9 release 4.5, Retail Integration System. TOC CRM

Work Experience

Organization: Siliguri Builders Pvt Ltd.

Position: Assistant Manager /MIS

Department: Tata Tiscon

From (Date): 2013-04-20

To (Date): 2030-09-14

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: 240000

Preferred Location: Kolkata, West bengal

Driving License: None

Cover Letter

Dear Sir, I would like to apply for Junior officer/officer/senior officer. I Pushpa Gupta working for Tata Tiscon

under distribution house (For entire North Bengal, Sikkim & Bhutan) would like to intimate you that it will be a great opportunity for me if I get an employment opportunity in Jagadamba Cements Industry. I am currently working as an Assistant Manager and MIS reporter. I have to look up in various sections from E-purchase to E-sales as well as CRM/TOC/TALLY related task. I am very hard working and eager to learn kind of a person. I give my 100% for any goal achieving task. Thanks & Regards Pushpa Gupta +91 9749059058

References

Referee: Marketing Manager

Post: Marketing Manager

Organization: Siliguri Builders Pvt Ltd.

Address: hakimpara, siliguri

Email: sandipan_sbpl@yahoo.com

Telephone: 9735042791

Referee: Project Manager

Post: Project Manager

Organization: Siliguri Builders Pvt Ltd.

Address: kolkata

Email:

Telephone: 9903764222