

CURRICULUM VITAE

SATYAM MUNNALAL GUPTA

+91 7021104443

satyamg615@gmail.com

Career Objective

As an individual I'm very open to new learning experience and opportunities. As I believe there is a potential to be able to develop their skill with the correct guidance. My objective is to secure a position in an organization where my creative abilities, communication skills, management, organization skills and leadership can be used effectively and further enhanced.

I educate, refine and drive myself to be a better person. I am constantly learning because I never settle and I stay calm when faced with adversity. I enjoy meeting new people and hearing new perspective.

Work Experience

1. Currently Working With **HJT & ASSOCIATES Chartered Accountant FIRM** from 01/11/2022 till 01/11/2023.

- **PROFESSIONAL EXPERIENCE**

- 1 years of experience in Accountant Firm.
 - Knowledge of MS Excel.
 - GST Registration, GST Return (GSTR 1 & GSTR 3B)
 - Accounts Writing.
 - Operating Knowledge of Accounting Application like Tally.
 - Preparing data for the GST Annual Return.

Computer Proficiency

- Microsoft Office
- Tally ERP 9
- Powerpoint

Education

- Master Of Commerce – Mangement (Mcom)In the year 2024 from Mumbai University.
- Bachelor's Degree B.Com in 2022 from Prahladrai Dalmia Lions College of Commerce and Economics.
- Cleared Higher Secondary Education in 2019 from Prahladrai Dalmia Lions College of Commerce and Economics securing 70% .
- Cleared Secondary School Education in 2017 from Maharashtra Board securing 75%.

Personal Details

- Name: Satyam Gupta
- Father Name: Munnalal Gupta
- Date of birth: 18.08.2001
- Gender: Male
- Marital Status: Unmarried
- Languages known: English, Hindi
- Hobbies: Listening music, Playing Cricket
- Address: Room no 1, J B Patel chawl , Shivaji chowk,
Daftary road ,Malad East, Mumbai 400097

Declaration:

The above enclosed Curriculum Vitae are for reference. With the above information, I hope that your consideration will merit my application favorably and place me a chance to join your esteem organization.

Afford an opportunity I shall prove my worth to the best of your satisfaction waiting for earliest order.

Place: Mumbai

Date:

(Mr.SATYAM GUPTA)