

Komal Gupta

Contact

Phone

7738769758

Email

guptakomal1867@gmail.com

DOB

16.05.2002

Gender

Female

Nationality

Indian

Address

Mahatma Kabir nagar chakala sa
har road Andheri East Mumbai 4
00099

Language

English,Hindi

Skills

Advance excel,word ,
powerpoint , Active listening ,
Flexibility, Creativity,
Teankwork



Objective

Seeking a challenging role where I can contribute to the
success of the organization.

Education

(Jul 2015 – Jun 2016)

Shri kalgidhar mission High school

SSC

(Jul 2021 – Apr 2022)

Shri chinai college of commerce and economics

BBI

Experience

(Feb 2023 – Continue)

Accountant Executive

Bcd Travel

- 1.Tokenize travellers credit card links and address all traveller s
queries via emails . 2.Sending travel invoice to the traveller. 3.Keep
all data in an excel sheet and handle billing and month end reporting
processes. 4.Updated customer accounts and processed payment.
5.Prepared monthly aging reports to identify overdue payments.
6.provide information on credit terms and conditions. 7.Managing
daily ticket issuance and ticket closure. . . .

(Jun 2022 – Jan 2023)

Executive Assistant

Network techlab pvt ltd

- 1.Coordinating with our engineers and assigning daily tasks for
customer site visits . 2.compiling daily site reports and engineer
attendance reports. 3.Using SAP to record company sales and
payables . 4.Collaborated with others to discuss new opportunities.
5.prioritized and organized tasks to efficiently accomplish service
goals..