# VARUN GUPTA

Ph No : 9815571521, 8591781478

Seeking assignments in credit operations/ client relationship with a growth oriented reputed organization.

**Professional** **Experience**

* Working as a CPA executive with S Sood and Associates, since last 2.5 years.

Key responsibilities

* Handling the auto loan files for HDFC Bank.
* Login the file with complete set of required documents.
* Data entry in the online system of the company (Finone).
* Maintain TAT and process management.
* Pre Checking the authenticity of all the attached documents.
* Completing the file with all kinds of verifications.
* Managed the retail shop of school uniforms and accessories, independently, for 3 yrs, taking care of their manufacturing and sale.
* Worked as a sales executive in Spice Telecom for 1.5 years.

**Strengths**

* Determined to learn with practical approach
* Enthusiastic and can produce results under deadline constraints
* Good communication and written skills
* Team motivator

**Hobbies and Interests**

Car driving and music

**Languages Known**

English, Hindi and Punjabi.

**Academic** **Qualifications**

B.com from Punjab University, Chandigarh

**IT Skills**

Windows 9X/2000/XP, PowerPoint, Microsoft Office

**Personal** **Details**

Father’s Name – Late Sh Jagdish Gupta

Date of Birth – 29 May 1983

Residential Address – 225 D, BRS Nagar, Ludhiana

Marital Status – Single

Languages Known – English, Hindi, Punjabi (Read & write)

Place : Ludhiana (Varun)