**Resume**

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| **Niraj Kumar Gupta**  Mobile No: 08252112010/ 09507229900  Email: - [nirajgupta1414@gmail.com](mailto:nirajgupta1414@gmail.com) |  |

# Career Objective

Want to conquer a new height in my career and serve the need of the organization in time with perfection, contributing quality ideas and to work for an organization where I could get ample scope to learn new ideas.

# Areas of specialization

* Good experience in Marketing & Management, businesses ownership and fund raising.
* Good understanding of the policy process and range of issues relating to trade and investment.
* Networking & liaising.
* Marketing & Sales.
* Efficient Team Handling& Management.
* Knowledge of financial statement and budget preparation.
* Strong leadership, Management and Motivational skills.

# Academic Qualification

* PGDBM in Finance & Marketing from New Delhi Institution Of Management,(NDIM) New Delhi with 65% in 2014.
* B.Com(Accounts - Hons.) from VinoaBhave University with 68% in 2011.
* 10+2 (Commerce) from Jharkhand Academic Council, Ranchi with 70% in 2008.
* 10th from Indian Certificate for Secondary Education (ICSE) with 66% in 2006.

# Work Experience –

Employer : **Bihar Entrepreneurs Association (BEA)**.

Designation : State Manager

Job Location : Bihar

Duration : October - 2014 to till date.

**Work profile :**

* Manage BEA’s marketing and branding.
* Manage communication with members and community.
* Identify membership base and maintain accurate records.
* Interface with Government & Various Independent authorities.
* Organize Conference, Seminars & Workshops.
* Networking & Liaising.
* Identify additional revenue sources.
* Advisory Services to Entrepreneurs.
* Financial activity & Administrative part.
* Provide team members leadership and accountability.
* Maintain and expand relationships with key leaders - Business Leaders & Community Leaders.

# Computer skills

* D.C.A (Diploma in computer application) Office Word 2000.
* Expert in Internet surfing/E-Mail Operation

# Summer Internship Project

Organization Name : PHD Chamber of Commerce & Industries, (Patna)

Duration : 6 weeks

Project Title : Customer acquisition.

# Key Strengths

Team spirit, Good communication skills, Hard -working, Positive attitude, Good listener.

# Personal Details

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| Father’s Name | **:** | Sri S.D. Gupta |
| Date of Birth | **:** | 17-10-1989 |
| Sex | **:** | Male |
| Permanent Address | **:** | Station Road, Sealdanga- Kulti .Dt-Burdwan-713343. (W.B) |
| Languages known | **:** | English and Hindi |
| Hobbies | **:** | Playing Chess, Making friends  Net Surfing, Reading News papers & Magazines  . |
| Extra Curricular | **:** | Inter College Volleyball player |

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place: Patna Signature

Date: 23/06/2015 [**Niraj Kumar Gupta**]