

**CURRICULUM VITAE**  
**OF**  
**Jyoti Gupta**

CAREER OBJECTIVE
To work in a growing company where exceptional ability to multi task, solve problems, work efficiently in a team is required.

STRENGTHS
Communication skills. Ability to coordinate with clients. Performs well with a variety of disciplines while remaining effective in handling work pressure.

PERSONAL DETAILS	
Name	Jyoti Gupta
Address	E402, Swaminarayan Residency, Bavla.
Telephone No's	9898715077
E - mail	Jyotikumarigupta0203@gmail.com
Date of Birth	03-02-1997
Sex	Female
Marital Status	Single
Languages Known	English, Hindi, Gujarati

PROFESSIONAL / ACADEMIC QUALIFICATIONS		
Institute/ University	Degree	Status
• Ahmedabad college of arts and commerce	Bachelors of Commerce	Successfully completed in 2018
• New Samarthan Higher Secondary School Gseb	HSC	Successfully completed in 2015
• Ruth Memorial School, Gseb	SSC	Successfully completed in 2013

TECHNICAL COMPETENCIES
★ Well versed with all MS Office applications like Excel, Word, Power Point, etc.