

SHRUTI GUPTA

To Work in the Finance and Accounting Domain in an Established Company with utmost Dedication while Developing New Skills and Gaining Valuable Expertise.



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📍 Delhi, India

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📅 20 August, 2001

EDUCATION

MBA with dual specialization (Finance & Business

Analytics)

Manav Rachna International Institute of Research and Studies

2022-Present

7.44 CGPA

B.Com

Mata Sundari College for Women, University of Delhi

2022

7.909 CGPA

Senior Secondary (XII)

Greenfields Public School

2019

81 %

Secondary (X)

Greenfields Public School

2017

9.2 CGPA

INTERNSHIPS

Finance Trainee

Vivanta by Taj

06/2023 – 07/2023,

Surajkund

- Validated and Initiated Approval of Purchase Bill on Orion Software.
- Cash Audit of Restaurant and Bar.
- Extracted Revenue Data from Opera Software in Excel Sheet.
- Bookkeeping of Liquor Stock.

Accounting Intern

ASNJ & Associate

10/2022 - 05/2022,

Delhi

- Data entry in TALLY ERP-09
- GST Filing
- ITR Filing
- Prepared E-Way Bill

SKILLS

Technical Skills: Microsoft Excel, PowerPoint, Word, Power BI

Soft Skills: Quick Learner, Time Management, Team Player

EXTRA CURRICULAR ACTIVITIES

- Attended 4-hours Workshop on Power BI Organized by TechTip24.
- Organized MBA Roadies at MRIIRS.
- Volunteered in Annual "SARANG" Fest of Mata Sundri College.

AWARDS/ ACHIEVEMENTS

- Selected as LinkedIn Campus Ambassador at MRIIRS.
- Awarded with Appreciation Certificate for Organizing MBA Roadies.
- Awarded with Participation Certificate for Drawing Competition at the School Level.

INTERESTS

- Drawing Mandala Art
- Painting