

RESUME

PRESENT ADDRESS:

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UPASANA GUPTA

CAREER OBJECTIVE:

To secure a job which gives me a chance to utilize my skills and talents to the best, which help me obtaining a challenging position, where opportunity for growth and overall personality development is ample by keeping the organization's goals in mind.

EDUCATIONAL QUALIFICATION:

- Pursuing B.com (Graduate) from Delhi University, Delhi
- 12th passed from National Institute of open Schooling.
- 10th passed from C.B.S.E .Board Delhi.

COMPUTER PROFICIENCY

- Basic knowledge of Computer

WORKING EXPERIENCE

- Worked with M/s. Aan Hospitality Pvt. Ltd., Gurugram as a Receptionist for one year.
- 3 Month Experience as a Sales Executive in Bilmed Group .

PERSONAL SKILLS

- Good problem solving ability and positive attitude.
- Good verbal and written communication skill.
- Willingness to learn new things and face new challenges.
- Hard work and consistent in my approach.
- Good leadership qualities.

ACHIEVEMENTS

- Discipline coordinator in all Annual Function.
- Take participate in culture activities.
- Take participate in Dance competition.

PERSONAL DETAILS

Date of Birth	:	28 th April, 2004
Father's Name	:	Shri Yashpal Gupta
Languages known	:	Hindi & English
Nationality	:	Indian
Gender	:	Female
Religion	:	Hindu
Marital Status	:	Unmarried

Date:

Place:

(UPASANAGUPTA)