

# SRISHTI GUPTA

**MBA | NIT Rourkela**

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## EDUCATION

**Master of Business Administration, NIT Rourkela**

2023-2025 | 1st semester CGPA 7.8/10

**Bachelor of Business Administration: DAV**

**Centenary College, Faridabad**

2020-2023 | 69%

**Intermediate, Kendriya vidhayla, Faridabad**

2018-2020 | 75%

**High school, Kendriya vidhayla, Faridabad**

2017-2018 | CGPA 8.6

## SKILLS

**SOFT SKILLS:** Responsible, Good in communication,

Confident, Self-Motivated, Analytical abilities,

Energetic & Proactive & good interpersonal skills

**SOFTWARES:** Advanced MS Excel, MS Word, MS Power Point, google analytics, tally Prime

## INTERESTS

Singing, Book Reading, Photo and Video Editing

## LINKS

Linkedin - [linkedin.com/in/srishti-gupta-300333292](https://www.linkedin.com/in/srishti-gupta-300333292)

## INTERNSHIPS

### BSCIC Certifications Pvt. Ltd.

- Gained experience in Finance.
- Maintained cashbook records and ensured accuracy of financial entries.
- Processed and verified bills, invoices, and payments.
- Created and managed invoices using Tally software.
- Reviewed and validated travel bills for compliance.
- Organized and filed paid bills systematically for easy retrieval.

## ACHIEVEMENTS

- MATRIX CLUB member in PR and social media at NITR
- International level online quiz competition
- National level online quiz competition score (95%)
- Taken part in `NATIONAL SCIENCE OLYMPIAD` in (2014)
- Cleared test of `PACE- IIT & MEDICAL` (70%) NTSE Mock test

## PROJECTS

2024 **Corporate finance**

1. Collaborated with the accounts team on a travel bill project.
2. Reviewed and verified supporting documents for accuracy.
3. Ensured completeness of documentation.
4. Submitted verified bills to the process team.
5. Gained experience in financial documentation and attention to detail.