

CURRICULUM VITAE

GAUTAM BAKSHI

Roorkee, Uttarakhand 247667
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- To work for an organization that provides me the opportunity to improve my skills and knowledge, contributing to the growth of the organization.

Willing to relocate: Anywhere

Work Experience

Elite Powertech Pvt. Ltd

Tender Executive.
Noida, Uttar Pradesh.
February 2025 to Present

Sensor Mart-Roorkee

Accountant
Uttarakhand Full-time 0-
15 days' notice Period
Dec 2024 to Jan 2025

- Handle all Accounting Tasks.

She can foundation-Roorkee,

Fundraising Intern
Uttarakhand Part-time
December 2024 to February 2025

- It's a fundraising work and completed tasks given by the team.

Jindal Electronics Pvt. Ltd.

Documents Administrator
-Roorkee, Uttarakhand Full-time
February 2024 to November 2024

- Handled document administration tasks
- Tender filling.
- Procurement tender portals.

Sram Trading Co

Office Assistant and Office Attendant.
-Roorkee, Uttarakhand Full-time May 2023 to January 2024

- Computer Operator
- Managed billing and data entry tasks.
- Organized and managed meetings.

Education

Basic Computer Course in Computer

S.T.P Computer Education - Delhi, Delhi

Course in Excel

Great learning platform online - Roorkee

Bachelor in Information Technology (BSC IT)

BRD College, Affiliated to H. N. B. University – Garhwal
Completed Year 2024

Intermediate: Himachal Pradesh Board of School Education,
Year 2021

High School: Board of School Education Haryana
Year 2019

Skills

- Computer skills
- Tally
- Proficient in MS Word and MS Excel
- Adobe Photoshop
- Knowledge of Vyapar billing software.
- Experienced with Canva.
- Procurement tender portals.
- Basic knowledge of HTML and CSS.
- Communication skills
- Accounting
- Familiar with Gem Portal

Languages

- Hindi
- English

DATE:

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