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# Sonali Gupta

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## *Career Synopsis*

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### Looking for career enrichment opportunity in IT and Finance

- Strong analytical, problem-solving, negotiation, management and organizational skills.
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**Work & Training Experience (October 2020 – November 2020)** – Worked as a **Trainee** with a CA(Audit) Firm

**A.D Gupta & Associates (Delhi)**

#### **Roles and responsibilities**

- Management of Client's data files and prepare various Clients reports & summaries.
- Summarising and preparing various clients reports.
- Purchasing of IT related equipments and software licenses.
- Resolving IT related queries.
- Entering data to the accounting software e.g. Tally, Microsoft Excel etc.

#### *Office Skills*

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Spreadsheets/Reports, Presentations.

Proficiency with Microsoft Word, Excel, PowerPoint and Reporting.

Good Communication and presentation skill.

#### *Software Proficiency*

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**Operating System:** Windows 7, 8, 10 Preview.

**MS Office Suite:** Excel (VLOOKUP, HLOOKUP, Comparing various Reports), Word and Outlook.

**Programming languages:** MySQL Server, HTML.

Installation and configuration of Microsoft SQL Server,

Running SQL Queries through Microsoft SSMS.

## ***Educational Profile***

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- MBA specialisation in Finance & IT (through Distance Learning Mode) from Bhartiya Vidyapeeth Deemed University, Delhi (Batch 2019-21) with the score of 9.1 CGPA
- Graduated From Lakshmi Bai College (Delhi University), Delhi in 2016.
- Completed DIET (Teacher Training course) From MPBSE in 2013 with 82%
- Completed 12(Commerce), C.B.S.E/ Sri Guru Nanak Public School, (Delhi) in 2011 with 73% approx.

## ***Certification***

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- **Intermediate Spoken English Course** from British Council K.G Marg, Connaught Place (Delhi) in March 2021.
- **Certificate in IT Course** - Autopsy Basic and Hands on Training from Brain Carrier in May 2020

## ***Personal Skills***

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- Team Facilitator
- Willingness to learn new things
- Ambitious , Adaptive
- Self – Motivated
- Responsible , People – Oriented

I consider myself familiar with support aspects. I am also confident of my ability to work in a team.

**(Sonali Gupta)**

**Date:20/10/2021**