

## **RESUME**

### **PERSONAL INFORMATION:**

**NAME** : MANU ARUN GUPTA  
**ADDRESS** : H.NO:170/14, Road no:14B, Lane No:04,  
East Ashok Nagar, Kankarbagh, Patna, Bihar-800020  
**DATE OF BIRTH** : 04/09/1992.  
**MOBILE NO** : 7464014308.  
**EMAIL-ID** : [manujigupta04@gmail.com](mailto:manujigupta04@gmail.com)  
**LANGUAGE KNOWN** : Hindi, English, Marathi.  
**NATURE OF DISABILITY** : Orthopedically Disabled (45%)

### **EDUCATIONAL QUALIFICATION:**

CLASS	PERCENTAGE	BOARD / UNIVERSITY
B.Com	55.75%	Pune University
12th Class	71.50%	Maharashtra Board
10th Class	78.73%	Maharashtra Board.

### **OTHER QUALIFICATION:**

1. Tally ERP 9
2. MS-CIT

### **EXPERIENCE:**

1. Worked for 4 years as 'Bill Clerk' in Jaya Nutrition's Flour Mill. My duty was to generate sales bills, solve customer's problems regarding bills, taking feedback from customers & providing feedback to management.  
**(Working Period: 01/09/2019 to 10/07/2023)**
2. Worked for 5 months as 'Junior Executive in Tax Consultant Firm. My duty was collecting documents regarding Income Tax Returns and motivating clients to file their ITR. **(Working Period: 03/07/2015 to 30/11/2015)**
3. 1 year apprenticeship completed as 'Trainee apprentice' in Bharat Electronics Limited.

**PLACE:**

**Yours sincerely**

**DATE:.**

**Manu Gupta**

