**SAUMYA GUPTA**

Address: 448/119/34b New

NagariaThakurganj L.K.O

Contact No: 8948179575

Email: saumyagupta202@gmail.com

**Objectives**

To obtain a position that will enable me to utilize my skills as well as contribute to the organization’s goals and which would provide opportunities for career advancement and personal growth.

**Work Experience**

* Perform all accounting functions for general ledger accountability and annual financial reporting.
* Manage and support the monthly, quarterly and annual financial closings.
* Daily cash posting to subsidiary ledgers.
* Prepare monthly bank reconciliations
* Provide all details and information required to facilitate the auditing process.
* Ensuring proper book of accounts are maintained.
* Prepare monthly, quarterly and annual financial statement.

**Skills**

* Effective Communication Skills.
* Ability to blend and bond well with all.
* Sincere and hardworking approach to complete the assigned task on time.

**Education**

* Passed High School from U.P. Board in 2010.
* Passed Intermediate from U.P. Board in 2012.
* Complete Graduation from Shia P.G. Collage in 2015.
* Complete Post Graduation (M.com-IIyear)from Kanpur university in 2017.

**Experience**

* Shehnaiwale The Wedding Planner(2015-2016)
* Chopra Prints(2016-2018)
* Working at Gurukripa Developers & Infrastructures Pvt. Ltd.

**Personal**

**Fathers name :** Late Sushil Kumar Gupta

**Gender :**Female

**Date of Birth:**03Feb1996

**Languages :**English, Hindi

**(SAUMYA GUPTA)**