**CURRICULUM VITAE**

Name: Shalini Gupta

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| **CAREER OBJECTIVES:** |

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization

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| **CAREER SUMMARY:** |

* A detail oriented professional with excellent knowledge of accounts possessing rich **experience of 3 years** in financial analysis and accounting principles
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization
* Innovator with creative skills and experiences to improve overall business processes

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| **PROFESSIONAL EXPERIENCE:** |

* Currently working in ‘**i ads and events**’ **Bangalore** as **Accounts Executive**: October 2017 - Present

About Company:

i ads & events is a leading event management company in South India offering creative brand solutions for clients from varied business categories. It curate and execute over 120 events across India and Overseas annually. Its calendar of events varies from Education, Lifestyle, Music, Literature, Property, Construction, Architecture, Auto, Industrial, Retail, Sports, Travel, Healthcare, Luxury and other B2B / B2C categories. 'i ads & events' as a Media Agency offers professional services that include Media planning & buying – Print, Outdoor media solutions, PR, Digital strategies, Social Media campaign assistance, International Media services and other brand solutions.

My Role:

* Preparation of invoices of the Events organized in TALLY and Microsoft Excel
* Day to day Accounting transactions in Tally-ERP 9 Release 6 with GST software
* Passing Sales Entry/ journal entry i.e.; B2B and B2C
* Passing sales, receipts, contra entry as per bank statement
* To handle DD/Cheques& PDCs and Cheques issue/Cheques clear
* Good Knowledge on MS Office Tools
* Worked as an **Accountant** at **C.A.** **Dhananjay Kumar & Company, Jehanabad:** June 2014 – October 2016

My Role:

* Day to day accounting transactions using Tally
* Bill Documentation
* Handling of Payments
* Audit of Accounts
* Making official letters for various departments

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| **PROFESSIONAL QUALIFICATIONS:** |

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| **Exam** | **Year** | **University/Board** | **Score/Percentage** |
| Tally | 2014 | IICT, Patna | 72% |
| RRB (Clerk) | 2014 | IBPS | 133/200 |
| IBPS (Clerk) | 2013 | IBPS | 123/200 |

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| **PROFESSIONAL QUALIFICATIONS:** |

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| **Exam** | **Year** | **University/Board** | **Percentage** |
| B.Com | 2012 | Ranchi University | 57.0% |
| 12th | 2009 | CBSE | 65.6% |
| 10th | 2007 | CBSE | 52.4% |

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| **TECHNICAL SKILLS:** |

* Experienced in working on Tally 9.ERP Release 6 with GST
* Well versed with MS office (MS Word, MS Excel)

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| **ADDITIONAL SKILLS:** |

* Strong analytical and problem solving skills
* Very Strong communication skills in written and verbal both
* Patience, Punctual, Flexible and ability to learn new things
* Highly trustworthy, hardworking, discreet and ethical

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| **PERSONAL DETAILS:** |

Date of Birth: 16 October, 1991

Father's Name: Manoj Kumar Gupta

Marital Status: Unmarried

Languages known: Hindi, English

Address: No. 4, 2nd Floor, 1st Cross

Annasandra Palya Main Road

Near Rama Tample, HAL Post

Bengaluru, Karnataka – 560017

# DECLARATION:

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

Place: Bengaluru (Shalini Gupta)