




# Abhishek Gupta

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## Education

<b>Lajpat Rai (PG) College</b> <i>B.com</i>	Jul 11 2018 - May 20 2021 <b>GPA: 6.53/10</b>
<b>S B S G Inter College</b> <i>Class XII / UP Board</i>	65%
<b>S B S G Inter College</b> <i>Class X / UP Board</i>	79%

## Skills

Creativity

Leadership

Adaptability

Time management

Teamwork

## Experience

**Belle lingerie pvt LTD** 2021-06-20T18:30:00.000Z - 2023-08-24T18:30:00.000Z

*Account assistant*

- Maintained stock records and monitored inventory
- 

Prepared and calculated weekly labor wages

- 

Handled billing, invoicing, and account maintenance

- 

Assisted in financial documentation and reconciliation

**Kushal Trading company** 2023-10-02T18:30:00.000Z - 2024-07-05T18:30:00.000Z

*Account and Billing Executive*

- Managed billing, account statements, and daily transactions
- 

Maintained financial records and assisted in reconciliation

- 

Handled documentation for loans and client accounts

- 

Supported smooth operations through Excel and Tally