**Garvita Gupta**

**Contact No.: +91 79801 09621**

**E-mail: guptagarvita21@gmail.com**

**Career Objective: I aim to gain essential work experience to help, benefit and grow with my workplace and society as a whole.**

**Academic Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of School/College** | **Board/ University** | **Year of Passing** | **Marks (in %)/ CGPA** |
| MBA(G) | Institute of Engineering & Management | Maulana Abdul Kalam Azad University of Technology | 2022 | 8.79 (1st semester) |
| BBA(H) | The Heritage Academy | Maulana Abdul Kalam Azad University of Technology | 2019 | 7.25 |
| 12th | Pratt Memorial School | I.S.C. | 2016 | 84% |
| 10th | Pratt Memorial School | I.C.S.E. | 2014 | 83% |

**Internship:**

* **PricewaterhouseCoopers (April’2019 - May’2019)**
* **ICRA Online Limited (Sep’2019 - Feb’2020)**

**Computer Proficiency:**

* Well versed with MS Excel and MS Word.
* Basic knowledge of PowerPoint.
* Comfortable with Tally.ERP9.
* Working with Business Data and Analysis.
* Statutory Compliances (PF, P-TAX, ESI, GRATUITY, etc.).
* Payroll Project.
* Completed Financial Expert Course from Brainware University.
* Completed Taxation Project.

**Interests/ Hobbies:**

* Reading books.
* Following blogs and articles online.
* Watching documentaries.
* Painting

**Awards and Achievements:**

* Used to be an active Member of Nature Club at Pratt Memorial School (2014-2015).
* Was appointed as the Nature Club Chairperson at Pratt Memorial School (2015-2016).
* Was appointed as the College Representative to manage candidates participating in college fests.

**Personal Details:**

Date of Birth : 28.01.1998