



NAVIN GUPTA

I want to gain experience in the field of Accounting and Finance and also utilize my skills, in order to increase productivity of organization and individual growth.



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Darjeeling, India

SKILLS

Knowledge of Accounting

MS Excel

MS Word

Power Point

Written and communication skills

Strong analytical, problem solving, organizational ability

Tally

Marketing

Sales

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Nepali
Full Professional Proficiency

INTERESTS

Playing Guitar

Drawing

Football

Photography

Trekking

Cycling

EDUCATION

Bachelor of Commerce (Program)

Gyan Jyoti College, Siliguri

2018 - 2021

Siliguri, India. CGPA 6.38

Higher Secondary Examination - CBSE

Siliguri Model High School, Siliguri

2016 - 2018

Courses

▫ Commerce Stream

Secondary Examination - WBBSE

St. Robert's High School, Darjeeling

2016

PERSONAL PROJECTS

E - Commerce Research (2019)

▫ This was a college project where we did research on functioning of e-commerce, its types, pros and cons, government rules and regulations, application, platform and vendors.

Indian Smartphone Company (2016)

▫ This was a school project where we did research on Indian Smartphone Company.

CERTIFICATES

Sahaj e- Sikhsha in Computer Application (2016)

Successfully completed with 93% Marks

ACHIEVEMENTS

College Photography Competition (2019)

Secured 3rd position