

DIVYA GUPTA

Contact Info

- 87/88 S-Block, Street No.10
Vikas Nagar, Delhi-58
- +91-8178256323
- divyagupta18698@gmail.com

Technical Skills

- MS Office
- Advance Excel
- Tally ERP9

Functional Skills

- ✓ Arrange and Analyze Financial Report
- ✓ Account Reconciliation
- ✓ Critical Thinking

Languages

- English
- Hindi

Interest

- Art & Craft
- Dancing
- Poetry Writing

Objective

- To obtain an accounting position where I will be able to contribute my skill, knowledge, and experience to a company that will give me an opportunity to develop my career.
- To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting, and calculation abilities in the business.

Education

- B.Com** (July 2017 - 2020)
Delhi University, Delhi
- Diploma in Banking & Finance** (2017 - 2019)
NIIT, Janakpuri Delhi
- 12th From CBSE** (2015 - 2016)
Holy Convent Sr. Sec School, New Delhi
- 10th From CBSE** (2013 - 2014)
Holy Convent Sr. Sec School, New Delhi

Profile Snapshot

- As an accountant will responsible for examining, analyzing, and preparing financial records and statements.
- Observed the various subdivisions of Human Resources like recruitment, interview, payroll, rewards & recognition while employed as HR Trainee.

Work Experience

- LMC NETWORKS (OPC) PVT. LTD, Gurgaon (Accounts Executive)**
September 2020 - Current
- PRP Services Pvt Ltd, Pachim Vihar (MIS Executive)**
March 2020 - July 2020
- CV Infotech, Gurugram (HR Trainee & Accounts)**
July 2019 - January 2020