

Charu Gupta

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Career Objective: Looking forward to work with an organization, where I can put all my efforts & skills to fulfill the need of the organization & to be proved as an asset and will grow with the growth of organization.

Working Experience

BMR Advisors, DLF Cyber City DLF Phase II, Gurugram

Role : Research Analyst
Duration : 06/07/2015 to 04/11/2016

Description :

- Maintenance of Politically Exposed Person (PEP) global database for a US based leading regulatory data provider in compliance with global Anti-Money Laundering regulations.
- Relevant data is required to be fetched using authenticated online sources such as government sites, Bloomberg, news articles, etc so as to support the information used for creating the profile.
- Performing quality checks for ensuring the authenticity and accuracy of the data being retrieved through secondary research.
- Reporting the numbers of cases that have passed the quality check on a weekly basis so as to process the creation of profile to its final destination.
- Different tools have been used such as language converters, MS-excel for sorting the data that is being retrieved at the time of secondary research for the purpose of profile creation.

Sneh Enterprises, Netaji Subhash Place, Pitampura, Delhi

Role : Admin Executive
Duration : 02/06/2014 to 30/4/2015

Description:

- The roles and responsibility of this profile requires preparing technical bid sheets which include specification, description of the medical instruments and supplies.
- Undertaking comparative analysis of tender which include scrutinizing the relationship underlying cost of medical supplies and instruments, figure provided by consultant and past figures on which the tender has been approved.
- Preparation of catalogs for different type of instruments and product in which company deals.
- Maintaining close proximity with the manufacturer to ensure timely delivery of medical instrument and supplies to avoid stock out situations.

Standard Traders, Shahdara, East Delhi, Delhi

Role : Office Assistant
Duration : 01/06/2011 to 26/7/2012

Description :

- The roles and responsibility of this profile requires maintaining record of medical instruments and supplies.
- Providing solution to the queries of vendors within the specified TAT.
- Drafting letter and certificate associated with the medical supplies and instrument in which the company deals.

- Briefing new customers about the product and instrument offered by the company through power point presentation and product demonstrations.

Internship

National informatics Center (Govt. of India), Lodhi Road, New Delhi.

Project : A study on national informatics center-cooperative core banking software.
Duration : 15/02/2014 to 30/04/2014
Front End Used : Advance Excel and NIC-CCBS

Description :

- The project is aimed at learning how the banking software works. In this project I have worked on dummy platform of the NIC-CCBS software where one can post the entries related to cash withdrawal, check withdrawal, demand draft.
- Worked upon reducing the anti money laundering practices through this NIC-CCBS. The recommendation underlying this project were to attach the database of CIBIL so that screening of the loan eligibility and anti money laundering practices can be done in more effective manner.

Education

- MBA in Finance from Rukmini Devi Institute of Advanced Studies, IP University in 2014 with 83%.
- BBA from Delhi Institute of Rural Development with 76.80%.

Technical Skills

Software : Advance Excel, NIC-CCBS
Operating System : MS Office

Personal Details

Date of Birth : 26TH December 1990
Address : A- 203, Majlis Park, Azadpur, Delhi - 110033
Languages Known: English and Hindi

Date:_____

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