

DIVYA GUPTA

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Education

M.B.A. (2020-PRESENT)

Bharti vidyapeeth university, New Delhi

I Semester- 10 sgpa	
II semester -	

B. B. A. (2017 - 2020)

Bharti Vidyapeeth University, New Delhi

I Semester - 9.39	III Semester - 9.54 (2 nd position)
II Semester - 9.70 (1 st position)	IV Semester - 9.16
V Semester - 9.85 (2 nd position)	VI Semester - 9.70

XII, 81% (2017)

CBSE Board, DEWAN PUBLIC SCHOOL (

X, 8.4 CGPA (2015)

CBSE Board, DEWAN PUBLIC SCHOOL

Computer Proficiency

- ✓ Advanced in MS Excel including PivotTables, VLOOKUP, Data Tables and VBA programming.
- ✓ Advanced in MS PowerPoint including animations and use of hyperlinks.
- ✓ Advanced in other software's of MS office.

INTERNSHIPS & RESEARCH PAPERS

- ✓ Intern at State Bank Of India:-
 - ✓ Public Relation Intern (05/2019 - 06/2019)
Roles and responsibilities: - Learning and understanding about online account, and helping the staff of the bank in public dealing and also making people aware about the SBI online apps.
- ✓ Research paper published with the title, "The Role of ICT in E-learning and Life-long learning"
- ✓ Intern at Bruin Bake:- (9 April 2020- 20 July 2020)
 - ✓ Recruitment & social media manager
 - ✓ Research paper accepted for national conference at BCIPS with the title "TPM: - An Organizational Excellence Tool"
- ✓ Research paper accepted for national conference at BCIPS with the title "Evolution of Finance- Cyber Security"
- ✓ Intern at BS Group: -
 - ✓ HR Manager intern (9 July 2021- 9 September 2021)
Roles and responsibilities: - managing and doing all the recruitment and selection processes, giving training and evaluating the work of business development executives and also reaching out to placement coordinators of various colleges.

EXTRA CURRICULARS & CERTIFICATIONS

- ✓ Organised and co-ordinated annual cultural fest of BVIMR "Renaissance 2020".

- ✓ Certificate of Achievement by IIMBX in 'PEOPLE MANAGEMENT'
- ✓ Certificate of Achievement by IIMBX in 'EFFECTIVE BUSINESS COMMUNICATION'
- ✓ Certificate of Achievement by HARVARDX in 'ENTREPRENEURSHIP IN EMERGING ECONOMICS'
- ✓ Certificate of Achievement by HARVARDX in 'LEADERS OF LEARNING'
- ✓ E-CERTIFICATE of Participation by IILM ACADEMY for live webinar on ' sales & DISTRIBUTION ,PRESENT AND FUTURE OF CAREER PROSPECTS'
- ✓ Certificate of Appreciation by AVSAR 2020, a business plan competition.
- ✓ Certificate of Appreciation in **Research Paper Competition.**
- ✓ Certificate of Participation in "**HERO RIDE SAFE PROGRAMME**"
- ✓ Certificate of accomplishment for '**Business Yoga with Bhagavad Gita**', a leadership skill program.
- ✓ Volunteerin NGO
 - **In lighting young men (IYM)** - Educating the children of slum for their better future.
 - **Leaders for tomorrow**—Raising funds for development of slum areas for the prosperous future of India

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 18/08/2021

DIVYA Gupta