**CURRICULUM VITAE**

**NAME : UMA GUPTA**

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | **CONTACT DETAILS** |
| **Sex:** | Female | **Phone No:** +91 8981114723 |
| **Date of Birth:** | 24th May, 1990 | **Email:** [**umagupta245@gmail.com**](mailto:umagupta245@gmail.com) |
| **Nationality:** | Indian |  |

**Present Address:** 60, Nando Ghosh Road North Howrah-711101

Shiva kunj Kapurgali backside 3rd floor

**Area of Specialization:** Major *–* Finance

Major- Marketing



**Objective:**

“To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and in the process add value to the organization and my career”.

**WORK EXPERIENCE:**

* Current Organisation : ICICI Merchant

Designation : Relationship Manager

* Work experience (in months): 8

Last Organization: Reliance

Designation: Team Leader

Work experience (in months) : 6

**Responsibilities Handled:**

* As a TL trained junior how to interact with customer.
* Design new sales strategy
* Interacting with the clients to understand their needs and requirements
* Was responsible for providing post-delivery assistance and services to the customers.
* Helping junior members in the team.

**Technical Skill Summary:**

**Office Tools:** MS-Word,MS-Excel,MS-Powerpoint,MS-Access

**Functional Skill Summary:**

* Willing to learn new thing
* Good communication and motivational skill.
* Willingness to work in a team.
* Quick learner.
* Strong client facing skills.
* Problem solving capability peered with strong communication skill

**Area Of Interested:**

* Playing Analytical Games,
* Solving Puzzle,
* Cooking,
* Designing.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Year of | Institution | Board/University | DGPA/ |  |
| passing | Percentage |  |
|  |  |  |  |
| PGDM |  | Institute Of | AICTE |  |  |
| 2016 | Engineering And | 65 |  |
|  |  | Management |  |  |  |
| B.COM | 2013 | Savitri Girls College | C.U | 40 |  |
|  |  |  |
|  |  |  |  |
| CLASS - XII | 2009 | Marwari Balika Vidyalaya | W.B.C.H.S.E | 64.25 |  |
|  |  |
|  |  |  |  |  |
| CLASS – X | 2007 | Janta Aadarsh Vidyalaya for Girls | W.B.B.S.E | 50 |  |
|  |  |
|  |  |  |  |  |
| **WINTER INTERNSHIP PROJECT:** | |  |  |  |  |

Organization : Future Group (Big Bazaar)

Duration : 6 - Weeks

Project Title : Customer Survey on SS3D at Shreebhumi Big Bazaar Location : Rajarhat

Area of Internship : Marketing

**SUMMER INTERNSHIP PROJECT:**

Organization : Amrapali Aadya Trading & Investment Pvt. Ltd

Duration : 8 - Weeks

Project Title : Working of a Stock Broking House & Challenges of a Broking Industry Location : Kolkata

Area of Internship : Finance

**SCHOLASTIC ACHIEVEMENTS~**

* Stood 2nd in the college debate competition.
* Active coordinator at the event held in the College.
* Honored by Pratibha Samman from MathurVaishya Janhit Parisad.

**LINGUISTIC PROFICIENCY ~**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Bengali | Yes | Yes | No |
|  |  |  |  |

**Declaration ~**

I hereby declare that all the information given above is true to the best of my knowledge.

Place:

Date: Signature: