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| **RESUME**  **Neelam Gupta**  **Street no. 7, House no. 90/A, Sushant Vihar,**  **Ibrahim Pur, Delhi-110036**  **e-mail ID:- gneelam750@gmail.com**  **contact no: +91-9717556674** |
| **Career objective:**   * To gain knowledge that will help me to generate and implement what I have learned in order to benefit organization in best possible way and to do my job honestly.   **Strengths:**   * Hard working. * Self motivated and determined. * Optimistic nature: Always confident about the successful outcome of something. * Adaptability: I can adapt myself to different conditions.   **Work experience:**   * **Company Name:**  Hi- tech PVT LMT. * **Role:** Backend, counsellor, Front Desk. * **Experience:** 2 years of Backend, 1 year of Counsellor   **Technical qualification:**   1. Certified Industrial Accountant Course from Institute of Computer Accountant which gave me expertise in,    * Tally ERP 9 & BUSY.    * Direct tax & Indirect tax.    * Preparing for SSC & Banking.   **Educational Background:**   |  |  |  |  | | --- | --- | --- | --- | | **Qualification** | **Board** | **School** | **Year** | | 10th | CBSE | Mount Olivet Sr. Sec. School | 2010 | | 12th | CBSE | Mount Olivet Sr. Sec. School | 2012 | | Graduation | Delhi University | Daulat Ram College | 2015 |   **Personal Details:**  Gender : Female  Nationality : Indian  Date of birth : 28/7/1993  Language Known : English, Hindi , French  Marital status : Single  Hobbies and Interest : Writing on arculative things, dancing, listening songs and Playing Badminton  **Declaration:**  Respected Sir/Madam,  I hereby declare that the above furnished information is true to the best of my knowledge. If I am  given a chance to work in you esteemed organization, I ensure that I will do my best the entire satisfaction of my  Superiors to fulfill the goals of the organization.  Thanking you  Neelam Gupta  Date:  Place: Signature |
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