# Akshit Gupta

H No: E-885
MIG Pratap Vihar Sector-11
Ghaziabad Uttar Pradesh 201009
(+91) 9971676632
gupta2000akshit@gmail.com

## SKILLS

- **MS Office**

  Word, Excel, Outlook, Powerpoint, Access

- **Google Drive**

  Docs, Drive, Forms, Gmail, Sheets

- **Spreadsheets**

  Excel, Google Drive

- **Email**

  Outlook, Gmail, folders

- **Presentations**

  PowerPoint, Google slides

- **Operating systems**

  Microsoft Windows

## EDUCATION

- **Children's Academy, Ghaziabad** - 10th with 64.6%
- **Children's Academy, Ghaziabad** - 12th with 83.6%
- **KCC Institute of Legal and Higher Education, Greater Noida** - BBA with 76.43%

## Certifications

- CPC (Certified Professional Coder) scoring 84% (Passed in Dec 2022)

## Personal Details

| | |
|---|---|
| Father Name | Mr. Harish Gupta |
| Date of Birth | 04, Oct 2000 |
| Gender | Male |
| Nationality | Indian |
| Martial Status | Single |
| Language Known | Hindi, English |
| Hobbies | Watching Movies and Web Series |

## Acknowledgment

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