

SUPRIYA GUPTA

CONTACT

Phone: 9326904023

LinkedIn: <https://www.linkedin.com/in/supriya-gupta-a29bab20a/>

Email: supriyagupta2563@gmail.com

SKILLS

- Strong communication and problem solving skills both written and verbal.
- Excellent time management and organizational skills.
- Self-Motivated and able to work independently.
- Making purchase and sale invoice.
- Meets Client Requirement

TOOLS

- Microsoft Excel
- Microsoft PowerPoint
- MS Word.
- Tally ERP 9

EDUCATION

BCOM – 8.00 CGPA

2018 – 2021

N.K.T.T college | Thane(W)

HSC (Commerce) – 78%

2016- 2018

Jnana Sarita college| Mulund(W).

10TH GRADE (SSC) – 85%

2015-2016

GSS. Majiwada English High School | Thane(W).

SUMMARY

Working as Accountant. Making Purchase and sales Invoice.

EXPERIENCE

Accountant At Aztech Tele system

07/2021 – PRESENT

- Working in Tally ERP 9 .
- Making sales and purchase invoice Of printer.
- Entries of all cheque in the system.
- Creating of new parties in Tally ERP 9
- Communicate with the all parties whose payment is pending.
- Sending mail regarding payment to the dealers.
- Export Invoice from Tally and then mail to the dealers.
- Creating and following processes to keep data confidential. Coming up with solutions to costly business problems

Customer Service Reperesentative

At IDFC Process (EOS)

Jan 2021 to June 2021

- Capable of working independently or with a group of coworkers
- Creating and following processes to keep data confidential. Coming up with solutions to costly business problems.
- Excellent customer service skills.
- Ability to lead and manage a team toward a common goal
- Prepared informative documents to be used in loan process.
- Handled high call volumes, effectively communicating with the clients on loan status and verification of information.