



AMRIT PAL GUPTA

JUNIOR EXECUTIVE

CONTACT

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Lucknow

EDUCATION

MASTER OF COMMERCE

JULY 2016 – JULY 2018

SRI JAI NARAYAN P.G.
COLLEGE (KKC)

BACHELOR OF COMMERCE

JULY 2013 - JULY 2016

SRI JAI NARAYAN P.G.
COLLEGE (KKC)

EXPERTISE

Microsoft Word

★★★★★★★

Microsoft Power point

★★★★★★★

Microsoft Excel

★★★★★★★

Tax and Regularity Compliance

★★★★★★★

Auditing

★★★★★★★

Account payables

★★★★★★★

OBJECTIVE

I am an individual seeking a junior executive position at retail company that will allow me to learn the process, distribution and sales growth in the corporate world as well as enable me to contribute to the growth and development of the company.

EXPERIENCE

Shriram Transport Finance Company Limited (STFC)

Junior executive July 2019 – Present

NESL data management, PDD data management, Legal file, MIS Report, CERSAI data verification and documents uploading Verification, Daily basis file management, data uploading all sorts of auditing works.

Utkarshat Public school | February 2018- March

Accountant

Serving the people at UPC. I use to handle financial records. and all sorts of accounting works.

HOBBIES

Blogging

Travelling

Reading novels

Playing chess

Listening to music

Photography

SKILLS

Creative

Adaptable

Communication Skills

Organized

MS Office

Work Ethic

CERTIFICATION

Certified Lucknow State University

Bachelor of Commerce

July 2016

CCC certificate of Grade 'C'

ADCA certificate of Grade 'A+'

November 2016

Certified Lucknow State University

Masters of Commerce

July 2018