

PRIYANKA GUPTA

Contact: +918802388921

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Profile

Objective To work in association with experienced professionals who provide me the opportunity to hone my skill sets to the maximum for attaining career advancement and professional growth in the corporate world. Briefly and succinctly state the type of job and the industry prefer. If uncertain, leave out objective and put it in your cover letter for each specific application you make.

Education

2009- 2010	Higher Secondary Examination - Class X Sarvodaya Kanya Vidhyalaya, No.1, Uttam Nagar, New Delhi CBSE Board
2011 - 2012	Senior Secondary Examination - Class XII Sarvodaya Kanya Vidhyalaya, No.1, Uttam Nagar, New Delhi CBSE Board
2012 - 2015	B.Com from delhi university.
2019 - 2021	M.Com form ignou .

Work Experience

- 2 Years experience in managing client's loan file in Finance Company (Shri Balaji Pvt. Ltd.) at Vikas Puri.

Skill Set and Interests

- Ability to **multitask** and work under tight **deadline**.
- Strong **inter-personal skills**.
- The **desire to learn** new skill sets and apply the same in order to grow professionally.
- Ability to **work in a team** with great zeal and dedication.
- Positive approach and optimistic
- **Commitment to excellence**.
- **Reading books**
- **MS Excel, MS Word, MS Powerpoint, Access Internet.**

Strengths

- ❖ Continues learner
- ❖ Commitment to work
- ❖ Obedient to higher authority
- ❖ Optimistic

Personal Details

- **Date of birth : 01 FEB 1994**
- **Nationality : Indian**
- **Sex : Female**
- **Marital Status:** Unmarried
- **Permanent Address:** WZ-46B, Om Vihar Ph - 4, Uttam Nagar, New Delhi - 110059

DECLARATION:

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

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