

SHIVANI GUPTA



Personal details



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gshivani1601@gmail.com



09170670833



VIVEK KHAND 4 ,
PATRAKARPURAM ,
GOMTINAGAR
226010 LUCKNOW



July 16, 2001



Female



Indian

Skills

Good Communication

Problem Solving

Team buiding

fast learner

Decision Maker

Interpersonal skills

Languages

Hindi

English

Profile

A dedicated and reliable individual seeking job opportunity in the Finance and Human Resource industry . Possess good communicationskill and would utilize my creative and professional skills to best use . Flexible and willing to work in any environment.

Education

Masters of Business Administration

Institute of Management Research and Technology, LUCKNOW

2022 - 2024

Bachelors in Commerce

Deen Dayal Upadhyay University, Gorakhpur

2019 - 2022

Intermediate

Stepping Stone Inter College, Gorakhpur

2017 - 2019

High School

Holy Cross School

2017

Courses

- Tally Prime
- Diploma in Computer Application

Certificates

Risk Management in financial Sector

Dealing with changes in Human Resources Management

Internships

ASHISH SINGH & CO .

As an intern in the field of Accounting , Direct and Indirect Taxation and finance sector (for 3 months)

- Preparing books of Accounts
- Record keeping and maintenance of accounting system
- Registration and filing of GST

HR INTERNSHIP

Project Name - Benchmarking of HR policies for Sales employees in life Insurance Industry project

Duration : 3 months

location : lucknow

Expertise

- Ability to work under tremendous pressure at all the time
- Optimist in different scenarios.
- ability to maintain cordial relations