

PALAK GUPTA

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Address: Mankhool, Bur Dubai, Dubai

❖ OBJECTIVE:

I wish to work in your esteemed organization to get an insight into the professional world as well as to grow my professional skills and competency. I assure you that I will put in the best of efforts to learn and add value to your organization.

❖ PROFESSIONAL QUALIFICATION:-

Professional Education	Institute	Year	Percentage
CAT – CMA Part - I	Institute of Cost Management Accountants of India	July 2022	62.5%

❖ ACADEMIC QUALIFICATION:-

Academic Education	School/College	Year of Passing	Percentage
T.Y.B.Com	Murarka College, Shekhawati University, Rajasthan	March - 2020	60%
HSC	Shahid Bhagwan Singh Rajkiya Ucchh Madhyamik Vidyalay, Rajasthan	March - 2017	69%
SSC	Rajkiya Aadarsh Ucchh Madhyamik Vidyalay, Rajasthan	March - 2007	72%

❖ Computer proficiency:

Basic knowledge of MS Office Application viz.

1. MS Word Skills:

- Creating word documents
- Dynamic page layouts
- Text formatting
- Inserting images and bookmarks

2. MS Excel –

- Data entry tasks
- Applying SUMIF, AVERAGE, COUNTIF, and ROUND formulas within worksheets
- Presenting a data summary and printing results on paper
- Knowledge of functions like VLOOKUP
- Knowing what a PIVOT Table is and how to create one

3. MS PowerPoint –

- Creating a powerpoint file and adding new slides to it
- Applying the Drawing Tools and formatting
- Inserting Pictures in the slides

4. Tally ERP 9 and Tally Prime –

- Accounting Vouchers
- Stock Management
- Payroll

❖ Interests:

Badminton and painting.
Participated in school tree-plantation drive.

❖ Personal strengths: Quick learner, positive mindset, hard-working, self-motivated.

❖ Languages known: English, Hindi.

❖ DOB: 17th June, 2000