

## Pakhi Gupta

BBA in Finance

### Technical Skills

- Microsoft Office (MS Excel, MS Word, MS Powerpoint)
- Tally ERP 9

### Soft Skills

- Responsible
- Quick Learner
- Enthusiastic and friendly
- Leadership Skills
- Ability to perform under pressure

### Languages Known

- English
- Hindi

### Academic Qualifications

Exam	Institute	Grade
BBA	DAVV	63
Class XII	CBSE	B
Class X	CBSE	B+

### Interest

- Travelling, Reading books, Cooking, Teaching, Listening Music

### Contact Detail

- Flat 602 D Block, Sugam Residency, Samajwadi Indra Nagar, Near Mahunaka, Indore, M.P.
- +91-7477054355
- Gpakhi83@gmail.com

DOB: 11<sup>TH</sup> September 1999

## Career Objective

Seeking a position in an organization, where I could enhance my knowledge & technical skill, which could provide me insight into new aspect so that it will be helpful for the growth of my career & for the betterment of the organization.

## Work Experience

**Gupta Auto Parts, Indore (MP)**  
(F.Y. 2020- F.Y. 2021)

### Accounting

- Integral Team Member of accounts department of the renowned firm, leading in automobiles.
- Verified the accuracy and completeness of invoices and checking the discrepancies time to time.
- Managing the Accounts Receivable and Accounts Payable for the customers and taking follow up.
- Involved in Passing the journal entries and preparation of Accounts.
- Compilation of data for GST Returns, audits and income tax returns.

### Other Work

- Working as a FreeLancer for two years in a Teaching Profession.
- Taught 20+ students of BBA first year.
- Teaching 30+ students at UCMAS of First and second level.

### Other Accomplishments

- Scored 97 marks in reasoning subject in CMAT exam held in 2020.
- Participated in the session of Tally ERP.
- Participated in various interschool essay competitions, also participated in Rainathon held in 2018.