**Sandeep Kumar Gupta**

• Currently in Bhopal (India) •guptasndp1511@gmail.com • (91-9654183931) • Age – 28

**PROFILE SUMMARY**

* A confident and highly organized administrative professional with experience in busy office environments, rapidly assimilating and learning processes application to in-house operations, Consistently supporting employers which has resulted in fact-track advancement to more senior positions.’
* Meticulous in my approach to data collation and presentation, I setup and maintain records, incorporating critical information and running high quality reports and analyses in the requlsite style and format.

**CORE COMPETENCIES**

* Report Writing & Editing.
* Information management system.
* Research data collection
* Punctuality.
* Customer Relations
* Phone, Email & face to face communications.
* Team Leadership & support.

**EDUCATION**

**BBA (F.T)** - Prestige Institute of Management & Research DAVV, Indore – **1st class** (74.94%) 2009 – 2012

**Higher Secondary** – Vigyan Higher Secondary School, Laundi, District Chhatarpur, M.P. (M.P. Board) - **1st class** (74.8%) 2009

**High School** – Vigyan Higher Secondary School , Laundi, District Chhatarpur, M.P. (M.P. Board)

- **1st class** (75.6%) 2007

**SUMMER INTERNSHIP**

**Pratibha Syntex PVT. LTD, Pithampur (M.P.): June 2011-Aug 2011**

Training of Export – Import management including documentation, Shipment, New

Market development, new products development.

**Agarawal Movers & Packers, Indore (M.P.): April 2009**

 Worked in partnership for introducing new project in Indore

**Working Experience**

Working in **Agrolutions India** from 1st October 2018 to 14th Nov. 2019 as an **Internal Operations Manager**.

**PROJECTS UNDERTAKEN:**

* **MRP Project: UNDER GRADUTATION**

**Project Title**: “A STUDY ON EXPORT OF WHEAT AND DOCUMENTS REQUIRED”

* **Objective**: To study the problems faced by exporters of wheat.
* **Publications**: Published in “THE INTERNATIONAL JOURNAL RESEARCH PUBLICATION’S (ISSN: 2251 1547).

 **Research Journal of Commerce & Behavioral Science.**

**CERTIFICATES:**

* **Joint-Secretary** in MANTHAN 2011.
* Participate in NATIONAL ENTRPRENEUR NETWORK E-week 2011.
* Volunteer in **internal committee** in NEN E-week 2010.
* Member of **Culture committee** in MANTHAN 2010.
* Member of **Price and certificate committee** in Sixth National IT conference.
* Diploma in TALLY by Quality computer institute, Indore.
* Diploma in Computer Programming and Application (DCPA) or 1 year from AISECT computer education center.
* Course on computer concepts (CCC) by National institute of electronics and information technology (NIEIT).

**ACHIEVEMENT:**

* Design and developed a Website by myself and doing work on that on day to day basis by learning new things.
* My Website is – **sarkarinaukariworld.com**

**PERSONAL DETAILS:**

**DATE OF BIRTH**: 1ST Jan

**MARITAL STATUS**: Unmarried

**GENDER**: Male

**BLOOD GROUP**: A+ve

**NATIVE LANGUAGE**: Hindi

**LANGUAGE KNOWN**: Hindi, English, French

**NATIONALITY**: Indian

**DATE**: - 06 Aug. 2020

**PLACE**: - Bhopal

 [**Sandeep Kumar Gupta**]