**RESUME**

**SURESH BABAN GUPTA**

DopolakarChawl, New Ambewadi,

Jawahar Nagar, Santacruz East

Mumbai – 400051

**Mob. No. : 9833302852**

**Email id:- princesuresh20@gmail.com**

**PROFESSIONAL OBJECTIVE**

* To be a successful person in Office industry.
* Want to use my acquired skills towards company’s and self development.

**JOB EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company | Tenure | Designation | Dept |
| DNEG CSPL | 3rd Jun’2019-Present | MIS & Analyst | Finance |
| Maruti Suzuki India Ltd | 13th Oct’2017-28th May’2019 | Data Analyst | True Value Dept-Sales& Finance |
| Kotak Mahindra Bank | 2nd Dec’2016-5th Oct’2017 | MIS Executive | Product Dept-Sales & Lead Generation |
| Aramex India Ltd | 2nd Jan’2016-15th Nov’2016 | Team Leader EDP | HUB Operation |

**KNOWLEDGE :**

* **ADVANCED EXCEL:**

VLOOKUP,HLOOKUP,PIVOTTABLE,SUM,AVERAGE,

COUNT,COUNTIF,SUMIF,AVERAGEIF,DATAVALIDATION,

IF,CONDITIONAL FORMATING,ETC.

* **Power Point:**

Making All India,Zonal,Region&Dealer Wise PPT Every Month.Able to Make video PPT with Animation Effects & Sound Effects.

* **Software:**

 SAP,Oracle DMS, Qlikview BI, Probe, Finacle Sales & Finance Base Software.

 Basic Knowledge of Macros, & SQL.

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year of passing** | **Board/university** |
| SSC | March 2013 | Mumbai |
| HSC | February 2015 | Mumbai |
| **BAF** | **August 2019 (1 Subject ATKT)** | **Mumbai** |
|  |  |  |

**KEY PERSONAL STRENGTH**

* Ability to work effectively under pressure and achieve time constraint objective
* Effective delegation of tasks and ensuring their achievement to the desired standards.
* Open to take on added responsibilities to achieve desired result.
* An ability to interact easily with my peers, my subordinates and senior management.

**PERSONAL DETAILS**

FATHER’S NAME : Baban Prasad Gupta

DATE OF BIRTH : 21st January,1998

MARITAL STATUS : Single.

NATIONALITY : Indian.

GENDER : Male.

HOBBIES : Playing Cricket & Watching Movies.

LANGUAGES KNOWN **:**English, Hindi & Marathi.

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

**PLACE:** Mumbai.

**DATE:**

 **(SURESH GUPTA)**