

CURRICULUM VITAE

Name: Heena Gupta

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CAREER OBJECTIVE:-

To Achieve and secure position in the organization which provides scope and opportunities for Challenge, Growth, Self-Development and Contributions that are measurable and Acknowledge by the organization in determining and reaching the goal through hard work, honesty and self-confidence.

EDUCATIONAL QUALIFICATION

Degree/ Course	Institute/College/ School	University/ Board	Passing Year	Marks/ Percentage
M.com	H.V Desai College	Pune University	Pursuing	-
Diploma	National Academy Of Event Management & Development	Mumbai University	2019	60%
B.com	S.S.R College Of Arts, Commerce & Science	Pune University	2018	56%
H.S.C	Lions English School	C.B.S.E	2015	72%
S.S.C	Lions English School	C.B.S.E	2013	7.2 CGPA

PERSONAL SKILL

- Accepting Challenges.
- Team handling.
- Work in Pressure.
- Management Skills.

OTHER QUALIFICATION

- Basic Knowledge of MS Word,Excel & Powerpoint

WORK EXPERIENCE

- Worked in Signode India Limited for 6 months. Roles & Responsibilities:
 - Old “C” Form Submission of different branches in Portal.
 - Co-operate with Head of Tax Department, As an Account Asst.
- Worked in S-10 Event Makers For 6 Months. Roles & Responsibilities:
 - Event Planning.
 - Presentation for Clients.
 - Set-up of Events.
 - Event Flow.
- Worked as a Freelancer Projects:
 - Ora Events – Religious Event
 - DMA – Annual Conference
 - eRegnow – Cloudsec
 - Fusion Events – Biggest Musical Show
 - Kconcepts – Wedding
 - Younique Events – Wedding
 - ABEC – Acetech2018
 - Women’s Extravaganza – Brides of Mumbai 2 Events
 - 96 Production – Wedding
 - Shahista Rizvi – Event Manager (3 months)

PERSONAL DETAILS

- Date Of Birth: (DD-MM-YYYY) :31.08.1997
- Language Known : English, Hindi, Gujarati.

I declare that the details above are correct and true to the best of my knowledge.

Heena Gupta

Date:

Signature:

