

# **CURRICULUM VITAE**

# 288, Sector-124,  
Near Kendriya Vihar,  
Sunny Enclave, Kharar,  
PUNJAB-140301  
Mobile: 79866-26851  
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## ***RITIKA GUPTA***

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### **OBJECTIVE**

Looking for a challenging position where my knowledge and skills can be shared and enriched leading to contribution to the enterprise and personal growth.

### **SUMMARY**

- Good Analytical skills
- Capacity for work meeting deadlines.
- Diagnostics ability to go to the core to the problem.

Willing to learn & adapt to new challenges. Have excellent communication and interpersonal skills. Ability of interact with high end users.

### **EDUCATIONAL QUALIFICATION**

<b>YEAR</b>	<b>EXAM / INSTITUTION</b>
2007	B.Sc. Non Medical Pan jab University, Chandigarh.
2004	12 <sup>th</sup> (PCM) Govt. College Dera Bassi (PSEB) Mohali.
2002	10 <sup>th</sup> Sarv Hit Kari Vidiya Mandir, Dera Bassi (PB) PSEB Mohali.

### **PROFESSIONAL QUALIFICATION**

- Done MBA (FINANCE) from Punjab Technical University (PTU), Jalandhar.

## WORK EXPERIENCE

- Worked with M/s Oriental Ceramics & Refractories (P) Ltd. Village Daoon, Mohali as Accountant from August, 2012 to October, 2018.
- Worked with HDFC BANK LTD.in Dera Bassi in Account opening Dept. from 7<sup>th</sup> Dec 2009 to 15<sup>th</sup> July 2012.

## INTERESTS AND HOBBIES

- Listening Music.
- Traveling.
- Internet Surfing.

## PERSONNEL DETAILS

Date of Birth : 03 September 1986  
Father's Name : Sh. Jaipal Gupta  
Husband's Name : Mr. Pardeep Singla  
Marital Status : Married.  
Sex : Female  
Languages known : English, Hindi, Punjabi  
Permanent Address : H. No. 288, Sector-124,  
Near Kendriya Vihar, Kharar-140301  
Mohali, Punjab

Being Confident, Hardworking and can work in any environment; I would request you to consider my Curriculum Vitae and provide me an opportunity to work under your kind control.

**(RITIKA GUPTA)**  
**79866-26851**