

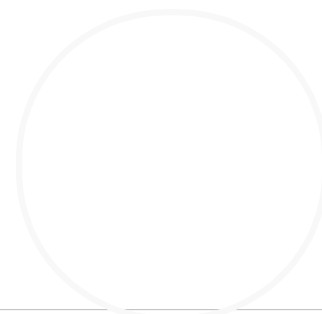
Sanidhya Gupta

Admin Executive Cum Team Leader

✉ sanidhyag2@gmail.com

☎ 9024114579

📍 Bazar No.2, Gurudwara Road, Ramganjmandi,
326519, Rajasthan, India



Executive Profile

- Self-motivated administrative professional with extensive experience overseeing marketing office operations.
- Motivated and reliable office administrative professional with 2 years experience providing executive-level support.
- Energetic and reliable Office Manager skilled with working with a diverse group of people.

EXPERIENCE

01/2020 - Present Admin Executive Cum Team Leader
Fluent Technology

EDUCATION

07/2017 - 06/2018	10th Pass	56.50%
	Government Senior Secondary School,Ramganjmandi	
07/2019 - 06/2020	12th Pass	70.20%
	Government Senior Secondary School,Ramganjmandi	
09/2020 – 07/2023	B.Com	
	Government College, Ramganjmandi	

COURSES

- **Tally + GST**
Samyak Computer Classes
- **MS EXCEL**
Samyak Computer Classes
- **BANKING DIPLOMA**
Samyak Computer Classes

TECHNICAL SKILLS

- **SOCIAL MEDIA MARKETING**
- **DIGITAL MARKETING**

LANGUAGE

- **English** - Intermediate (Read,Write,Speak)
- **Hindi** - Proficient (Read,Write,Speak)