

Srishti Gupta



Personal Data

Place and Date of Birth: Deoghar, Jharkhand | 11 June 2002
Address: Q no-1019 type 4 NIT NH4 , Faridabad Haryana
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Internship

May - July 2024	BSCIC Certifications private limited (Summer internship in finance) - Maintained cashbook records and ensured accuracy of financial entries. - Processed and verified bills, invoices, and payments. - Created and managed invoices using Tally software. - Reviewed and validated travel bills for compliance. - Organized and filed paid bills systematically for easy retrieval.
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Education

2023 - 2025 Master of Business Administration , **National Institute Of Technology** , Rourkela
| Major: Finance Minor: Marketing

CGPA: 7.60/10

2020-2023 Undergraduate Degree in BBA
DAV Centenary College, Faridabad, Haryana Maharshi Dayanand University

university Percentage: 69

2019 - 2020 Intermediate in Commerce at **Kendriya vidhayla, Faridabad**, Haryana

Percentage: 72

2017 - 2018 High School at **Kendriya vidhayla, Faridabad**,
Haryana

Cgpa: 8.6/10

Certificates

Excel basic ,Google analytics, Finance,' NATIONAL SCIENCE OLYMPIAD'in (2014) internship,

Languages

Hindi: Mother tongue
English: Fluent

Computer Skills

Basic Knowledge: Tally prime, stenography, html
Intermediate Knowledge: Advanced Excel, MS power point, MS word

Project

1. Collaborated with the accountsteam on a travel bill project.
2. Reviewed and verified supporting document for accuracy.
3. Ensured completeness of documentation.
4. Submitted verified bills to the process team.
5. Gained experience in financial documentation and attention to detail

Interests and Activities

Writing (blogging, creative writing)

Photography or videography

Public speaking or participating in debate clubs

Learning a new language