

# DEEPA GUPTA

Laxmi Nagar Link Road, Goregaon-  
West Mumbai – 400104  
8108228138/ 9867452110  
[dg810822@gmail.com](mailto:dg810822@gmail.com)

## OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

Academic Skills			
Academic Detail	Year of Passing	Percentage	Name of University
SSC	2015	72.80%	Maharashtra Board
HSC	2017	59.08%	Maharashtra Board
B.COM	2020	CGPA-4.90/10	University of Mumbai

## EXPERIENCE

**Sales Executive | Ruloans Distribution (Jan 2016 – Dec 2016)**

**Roles & Responsibilities:**

- Sales Executive in Credit Card Department.
- Handling Inbound Calls of Customers,
- Explaining them about Product & It's benefits,
- Solving Customers queries & Getting Feedback.

**Backend Executive | Teamlease (Apr 2017-June 2018)**

**Roles & Responsibilities:**

- Backend Executive in Credit Card Department.
- Making Confirmation Calls, Taking Customers detail,
- Filling customers detail in forms,
- Tracking the product till it get's dispatch,
- Getting feedback.

**MIS Executive | Kama Schachter Jewelry PVT LTD (Jan 2021- till date)**

**Roles & Responsibilities:**

- Maintaining daily production report through SAP
- Calculating daily output of each worker and letting them know their production status of month
- Conducting daily meeting with supervisor of their respective departments

to discuss worker's status in production

- Mailing of daily and monthly production report to HOD of Production department.

Also handling certain parts of HR department as well,

- Maintaining monthly emp list & issuing their Punching cards
- Collecting documents of new employees to complete their joining process
- Solving workers queries related to HR department
- Helping Sr.HR in respective Events.

### **Additional Skills**

- MSOFFICE / MSWORD / POWER POINT
- EXCEL + ADVANCE EXCEL TALLY+ ADVANCE TALLY
- MSCIT