

JAYA GUPTA	Date of Birth : 6th March,1995
E-mail: guptajaya68@gmail.com Phone: +91 8527312681	Languages Known: English, Hindi, Spanish

ACADEMIC QUALIFICATIONS					
Year	Degree	Institute	Board / University	Specialization	Marks
2018-20	MBA (pursuing)	SBPPSE	Ambedkar University Delhi, Kashmere Gate	General (Finance)	66.4 (1 st yr)
2013-16	BBA	NDIM	GGSIPIU	GENERAL	85.34%
2012-13	HSC (XII)	SummerFields	CBSE	Commerce	78%
2010-11	SSC (X)	SummerFields	CBSE	-	77.9%

ACADEMIC ACHIEVEMENTS	YEAR
• Project Study on Urban Microfinance (Ongoing)	2020
• Certificate course on Goods and Service Tax (On going)	2020
• Certificate course on Treasury Markets (Govt. Approved)- Distinction	2019
• Online certificate course on Financial Statement Analysis and Reporting (MHRD/GoI)- Silver	2019
• Markstrat Simulations	2018
• Recognition for academic excellence	2013-16

ACADEMIC ACHIEVEMENTS	YEAR
<ul style="list-style-type: none"> • Internship at IFFCO (April to May) <ul style="list-style-type: none"> ○ Project on Goods and Service Tax ○ Worked in the Cash and Bank department and verified vouchers 	2019
<ul style="list-style-type: none"> • Internship at IRCON (June to July) <ul style="list-style-type: none"> ○ Project on Decoding the Financial Statements ○ Preparation of Tax Invoice and asset record ○ Entry of vouchers and bills through SAP 	2019
<ul style="list-style-type: none"> • Analysis of financial statement of Bharti Airtel 	2016

EXTRACURRICULAR ACTIVITIES	
<i>Positions of Responsibility</i>	
<ul style="list-style-type: none"> • X-Culture live project (On going) 	2020
<ul style="list-style-type: none"> • Class Representative 	2018
<ul style="list-style-type: none"> • Member of Social and Entrepreneurial Cell 	2013-16
<ul style="list-style-type: none"> • Member of Cultural Cell 	2013-16
<ul style="list-style-type: none"> • Class Representative for three years 	2013-16
<ul style="list-style-type: none"> • Dedicated service hours in a NGO 	2012

COMPUTER PROFICIENCY
Ms Office, HTML, Tally, Lingo, SPSS, Tableau

HOBBIES AND INTERESTS
Badminton, Watching Motivational Videos