

Sumit Bansal

Data Entry Operator

Data Entry Operator with brilliant and innovative thinking ability, multitasking and ability to perform well in a team and good in presentation.

isumit.019@gmail.com

8076429710

DELHI, INDIA

EDUCATION

Bachelors Of Business Administration (BBA)

University School Of Management & Entrepreneurship (USME), Delhi Technological University (Formerly DCE)

(Graduated with 74.8%)

08/2017 - 07/2020

12th Boards

Merry International Sr. Sec. Public School

(Graduated with 65.75%)

04/2016 - 04/2017

10th Boards

Merry International Sr. Sec. Public School

(Graduated with 7.8 CGPA)

04/2014 - 04/2015

PROJECTS

JOB FAIRS & ITS ANALYSIS

- An event in which Employers, Recruiters, and Schools gives information to potential employees.
- Project contain detailed information about the job fairs organize by government of india in different states.
- Project also include information about how foreign government help in job seeking for youth.

SKILLS

EXCEL

ADVANCE EXCEL

TALLY

TALLY WITH GST

BUSY

ROLES & RESPONSIBILITY

EVENT COORDINATOR - Vipanan, The Marketing Club - DTU

VICE CAPTAIN - Merry International Sr. Sec. Public School

WORK EXPERIENCE

ACCOUNTANT INTERN

Gupta Rustagi & Aggarwal Chartered Accountant (CA)

06/2019 - 07/2019

Roles & Responsibility

- Reconciling general ledger accounts.
- Filing GST, TCS, and TDS entries on tally of various corporate entities.
- Check and calculate salary slip on EXCEL and find data through different formula.
- Complete special projects as needed and other duties assigned.

ACCOUNTS AND FINANCE INTERN

AGF Finlease India Limited

06/2019 - 08/2019

Roles & Responsibility

- Working in the accounts and finance department, guiding the client about the loan agreement and policy and then checking all the files and intimate to the seniors.
- Added support to check all the loan files with the verification of KYC of borrowers, preparation of loan files and call any information from borrowers if found any deficiency.

SKILL DEVELOPMENT & EMPLOYMENT INTERNSHIP

NITI AAYOG

09/2018 - 10/2018

Roles & Responsibility

- Working as a researcher, helping them to prepare a report on Job Fairs organise in all India.

SOCIAL MEDIA

COMPETITIVE EXAMS ACCOUNT WITH 6K INSTAGRAM FOLLOWERS.

Posting general awareness quotes and motivational videos to encourage people to focus on their dream, respect others and being helpful.

LANGUAGES

ENGLISH , HINDI