



88/20, New Arya Nagar,  
Jail Road, Distt:-Meerut  
Ph. no: +919368059963

## **VAJBHAV GUPTA**

**Career Objective** : *To work with and organization offering a responsible, challenging and creating work profile, a conductive work culture and a continuous learning environment, where my credentials can be utilized and honed.*

**Soft Skills** : *I possess following skills:-*

- *Urge to learn more and passion for excellence.*
- *Workaholic*
- *Ability to make sound rapport with seniors.*
- *Experience of working in core Business and Professional Environment.*
- *Total commitment to assignments, capability to withstand enormous pressure and ability to produce within deadlines*

**Academic Qualifications** :

- *M.COM (Year 2015) from C.C.S. University, Meerut*
- *B.COM (Year 2013) from C.C.S. University, Meerut*
- *10+2<sup>th</sup> (Year 2010) from U. P. Board, Allahabad*
- *10<sup>th</sup> (Year 2008) from U. P. Board, Allahabad*

**Professional Qualifications** :

- *Operating Systems: Windows 98, 2003, XP, 7, 10 & Linux.*
- *Hardware & Networking Certificate from Tally Ghar.*
- *Software Engineering (DIT) One year Diploma from NIIT.*
- *Android Programming Certificate from Sunrise Technologies.*
- *Tally.ERP 9.0 Certificate from Navbharat Institute of Technology.*
- *Microsoft Office & Adobe Photoshop.*

**Key Responsibility Area** : ➤ *To prepare the daily report and interpreting the examination paper. Filling up the online forms as per the CBSE norms.*

**Experiences**

- : ➤ *I had worked as a Computer Operator cum Personal Assistant and handle Technical Department (Computer Related) in Ved International School, Siwaya Roorkee Road, Meerut from 01<sup>st</sup> April 2012 to 27<sup>th</sup> July 2016.*
- *I am working as a Computer Operator cum Office Assistant in K. L. International School, Somdutt Vihar, Garh Road, Meerut from Aug 2016 to till now.*

**Personal Details :**

**Name** : *Vaibhav Gupta*  
**Father's Name** : *Sh. Sunil Kumar Gupta*  
**Date of Birth** : *Jan 14, 1994*  
**Address (Permanent)** : *88/20, New Arya Nagar  
Jail Road, District:-Meerut*  
**Hobbies** : *Music, Reading Comics, Story  
Books, Football & Study*  
**Knowledge** : *Hindi & English*  
**Nationality** : *Indian*  
**Religion** : *Hindu*  
**Status** : *Unmarried*  
**Contract No.** : *+919368059963*  
**E-mail Address** : *[vaibhavgupta49@gmail.com](mailto:vaibhavgupta49@gmail.com)*

*Date : 08-06-2019*

*Place : Meerut*

**(VAIBHAV GUPTA)**  
**SIGNATURE**