



PALLAVI GUPTA

An enthusiastic & high energy driven fresher aiming for challenging assignments in **Financial Services, Banking Operations** with a reputed organisation

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Profile Summary

- ✋ A focused and goal oriented professional with zeal to make a winning career as **Operations Analyst, Business Analyst, Recruitment Executive, Real Time Analyst, Assistant Executive, Team Leader**
- ✋ Adept at conducting primary and secondary research, writing viewpoints and company reports, cash flow control, financial forecasting and strategic thinking
- ✋ Experienced in interacting with business users to analyse the business process and requirements and transforming requirements into screens, designing database, documenting and rolling out the deliverable
- ✋ Deft in organizing, interpreting and communicating required information to facilitate the decision making process of the Banking & Financial Regulations
- ✋ Skilled in effectively managing documents for streamlining systems to facilitate achievement of organizational objectives and ensure profitability of operations
- ✋ An effective communicator with excellent relationship building, writing and presentation skills

Education



IT Skills

MS Office: Microsoft Word, Excel, Power Point



Extracurricular Activities

- ✋ Member of NGO "UDDHARAK – A Green Campus Initiative"
- ✋ Volunteer in cultural and social events in Agra College, Agra
- ✋ Member of Hostel Management Committee
- ✋ NSS Volunteer

Soft Skills



Core Competencies



Personal Details

Date of Birth: 01st July 1993

Languages Known: Hindi, English

Mailing Address: Flat No.-308; Tower No. N6; Narmada Apartment; D6; Vasant Kunj; New Delhi 110070

Permanent Address: House No. 447, Sector No. 07, Katra Mohalla, Purani Basti, Etah