

Tarun Gupta

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CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and securing a challenging position in a reputable organization to expand my learning, knowledge and skills.

EDUCATIONAL CREDENTIALS

Course	Year	Name of School/Institute	University/Board	Percentage/ CGPA
BBA	2016-19	Jagan Institute Of Management Studies	Guru Gobind Singh Indarprastha University	7.73
XII	2016	Maharaja Agarsain Public school	CBSE	81.25
X	2014	Maharaja Agarsain Public School	CBSE	64

PROFESSIONAL EXPERIENCE

1. Worked at **Royal Bank of Scotland (RBS)** as an Operation Analyst (9th September,2019 - 9th April,2020) and I have :
 - Worked as a personal banker by resolving customer concern related to personal accounts and current accounts, making things easier and convenient for them.
 - Assist the customers with their queries related to online banking and mobile app.
 - Effectively managed clients portfolios and offered them financial advice regarding the savings.
2. Worked as a Client Service Analyst at **IHS Markit** (28th September,2020- 15th January,2021) as a part of KY3P (Know Your Third Party) Team where:
 - I use to handle Vendor's confidential information and help them to reach out to the clients through KY3P platform.
 - I used to work on salesforce.com to close the query of the vendors.
3. Working at **B S R & Co. LLP – KPMG India** as an Audit Assistant (18th January,2021- present) where I:
 - Gained exposure in statutory audit while working on eAudit and ERP software to assist audit teams in their day-to-day tasks.
 - Assisted the audit teams in documentation of data with utmost accuracy and diligence.
 - Summarized Internal audit reports, Board meetings and agreements while meeting all strict deadlines.
 - Helped the audit teams in figuring out mistakes in the work papers with high levels of vigilance.

- Performed the physical audit or stock count by visiting one of our client location during COVID-19 time by considering and taking all the precautions.
- Vouched 500+ invoices and test of details of revenue and expenses with more efficiency and effectiveness.

INTERNSHIP

- **Company Name** : Aventz Brand Holdings Pvt. Ltd.
- **Platform** : Event Organizer
- **Description** : Helped in organizing events.

PROJECT

Consumer Perception and Satisfaction towards 'Hyundai motors limited' (2018)

CERTIFICATIONS

- "Fundamentals of digital marketing" course by Google digital unlocked powered by 'Google'
- "Career edge- knockdown the lockdown" course offered by TCS ION
- Virtual Internship on data analytics by- KPMG
- **Advance Excel** course by- UDEMY

ACHIEVEMENTS & EXTRA CURRICULAR

- Won 2 gold medals in Taekwondo
- Runner-up in badminton tournament at Zonal level
- Member of student council, MAHARAJA AGARSAIN PUBLIC SCHOOL
- Silver medal in badminton at sports meet 2018 (Inter college tournament)
- 3rd position in Econox 2018 (The Economic Quiz)
- Part of surge- the workshop on GST

SKILLS AND COMPETENCES

- MS suite
- Optimistic
- Ability to work under pressure
- Communication skills
- Adaptable

HOBBIES AND INTEREST

- Playing cricket and badminton
- Exploring new places
- Cooking