

# Divya Gupta

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## Work Experience

### **GENPACT, India** **Process Associate – A.D.C.C**

Fraud & Research Analyst In **Wells Fargo Financial Bank**

Engaged in Off Shore Service Delivery Operations of Financial, Fraud Transaction Processes.

### **PATHWAY, Delhi**

**Admin-** Back-office work, Billing, Office Coordinator, Taking Interview, Vendor Management, Employee Salary.

### **Erisha Agritech Pvt. Ltd., (Belarus Tractor) Delhi**

#### **Deputy Manager- Business Development**

**Digital Marketing-** Handling company India Mart, FB, Insta, Twitter ID's. Creating Templates, Flyers, Web posts & Catalogue. Leading Sales Team

**Procurement/** Sourcing and Vendor Development

**Work on Branding,** Marketing material, **Corporate Presentations,** BTL activities and Market research, **Product wise competitor comparison. Managing Events & Exhibitions Activities,** Corporate gifting. **Operations.**

## Career Objective

To be employed in a challenging environment, where, I can utilize my research, critical reasoning and analytical skills to make significant value addition to the company.

## Key Responsibilities

Analyze customer's data and send report to client, improving performance of individual agents, Have knowledge about MS-Excel, implementing lean ideas.

## Job Description

- Managing the performance of the team.

## Trainings Completed

- Excel Training
- Conflict Management
- Compliance

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## PERSONAL ATTRIBUTES

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- ⇒ Possess good communication skills
- ⇒ Decision making. Ability to motivate others for hard work.
- ⇒ Go Getter, eager to take on and fulfill responsibilities efficiently.
- ⇒ Always keen to take extra responsibilities
- ⇒ To be a perfectionist in my job
- ⇒ Result oriented, self managing & motivating and driving tasks to completion
- ⇒ Comfortable with quick pace of change with a passion of learning and flexibility to adapt to changes

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## Interest & Hobbies

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Listening to Music and working on computers.

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## Strengths

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**Good communication and interpersonal skills. Knowledge of computers, Good with MS-Excel (formulas & functions). Performing to the best of abilities even under pressure situations. Working as part of team & thereby coordinating with both superiors & co-team Members efficiently for achieving common objectives**

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## Academic Qualification

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**Bachelor of Business Administration From, 2010 Apex Group**

**Higher Secondary Examination (Comm), 2007 from CBSE**

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## Technical qualification

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**Diploma in Banking and finance from Annamalai University  
Certified Financial Management Course from IIFA**

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## Personal Information

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Date of Birth : June 26, 1989  
Father's Name : Mr. Pradeep Gupta  
Permanent Address : B-46, flat no.207 Vishwakarma Colony  
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