**RESUME**

**KAVITA GUPTA**

**COMMUNICATION ADDRESS:**

VILL- SUBHASHPALLY, JAIGAON DIST-ALIPURDUAR, PIN- 736182, WEST BENGAL. **CONTACT NO.** 7063306231

**EMAIL:** KG2902075@GMAIL.COM

**OBJECTIVE:**

SEEKING A ROLE WHERE I CAN PROVE MYSELF TO BE A GOOD ASSET OF AN ORGANIZATION.

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| **ACADEMIC CREDENTIALS:** | | | | | | | | | |
| **QUALIFICATION** | **COURSE/ SUBJECT** | | | **YEAR OF PASSING** | **BOARD/ UNIVERSITY** | | **COLLEGE / INSTITUTE** | | **PERCENTAGE/ CGPA/ GRADE** |
| SECONDARY (10TH) | MATHS, SCIENCE, HINDI, ENGLISH, SOCIAL SCIENCE | | | 2009 | WBSE | | ST. DOMINIC’S ENGLISH SCHOOL, JAIGAON | | 51% |
| HIGHER SECONDARY (12TH) | COMMERCE | | | 2011 | ISC | | B.D ENGLISH HIGHER SECONDARY SCHOOL | | 73% |
| GRADUATION | BACHELOR OF COMMERCE | | | 2016 | NBU | | SURYASEN MAHAVIDYALAYA, SILIGURI | | 56% |
| MASTERS | MASTER IN COMMERCE | | | 2019 | IGNOU | | IGNOU | | 61% |
| **ADDITIONAL QUALIFICATION:** | | | | | | | | | |
| **QUALIFICATION** | | | **YEAR OF PASSING** | | **BOARD/ UNIVERSITY** | | **COLLEGE / INSTITUTE** | | **PERCENTAGE/ CGPA/ GRADE** |
| D.EL.ED | | | 2019 | | NIOS | | TAPSHIKHATA HIGH SCHOOL, ALIPURDUAR | | 83% |
| B.ED (PERSUING) (4TH SEM) | | | 2021 | | WEST BENGAL | | MOTHERS TERESA TEACHERS TRAINING COLLEGE, MURSHIDABAD | | -- |
| **EXPERIENCES:** | | | | | | | | | |
| **NAME OF ORGANIZATION** | | **LOCATION** | | **DESIGNATION** | | **NATURE OF WORK** | | **TIME PERIOD** | |
| ST. DOMINIC’S ENGLISH SCHOOL | | JAIGAON, WEST BENGAL | | TEACHER | | TEACHING MATHS, HINDI TO PRIMARY SECTION | | 3RD MARCH 2017  TO  TILL DATE | |

**SKILLS:** TEAM WORK, ACCOUNTING, TEACHING,

**PERSONAL INFORMATION:**

**DATE OF BIRTH:** 18TH APRIL 1994 **MARITAL STATUS:**  UNMARRIED

**COMMUNITY**: OBC **NATIONALITY & RELIGION:** INDIAN – (HINDU)

**LANGUAGE KNOWN:** ENGLISH, HINDI, BENGALI, NEPALI

**HOBBIES:** PLAYING BADMINTON,VISITING NEW PLACES

**CURRENT LOCATION:** JAIGAON (HOMETOWN)

**FATHERS NAME:** BIJAY PRASAD GUPTA **OCCUPATION:** BUSINESSMAN

**DECLARATION: I DO HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE BY ME IS TRUE TO THE BEST**

**OF MY KNOWLEDGE.**

**PLACE: JAIGAON YOURS SINCERELY**

**DATE: \_\_\_/ \_\_\_\_\_/ \_\_\_\_ KAVITA GUPTA**