# SNEHA GUPTA

Associate Analyst

## PROFILE

Responsible and detail-oriented individual with experience in exam coordination, document verification, and maintaining fair and secure testing environments. Skilled in handling candidate check-ins, monitoring exam sessions, and identifying issues or irregularities. Strong communication, teamwork, and problem-solving abilities. Able to manage records accurately, follow rules, and support both individuals and teams to ensure smooth and organized operations.

## CONTACT

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9625259552

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## HOBBIES

- Organizing events
- Learning new things
- Observing and solving problems

## EDUCATION

**Indira Gandhi National Open University, IGNOU**
**M.Com** [Pursuing]

**Maharshi Valmiki College of Education, Delhi University**
**B.Ed.** [2023 – 2025]

**Satyawati College, Delhi University**
**B.Com** [2019 – 2022]

**Sarvodaya Kanya Vidyalaya No.-2, Yamuna Vihar**
2019 – AISSCE**(XII)**, 2017 – AISSE**(X)**

## WORK EXPERIENCE

**Offshoot Agency Private Limited [Credit Check Analyst]**
August 2022 – March 2023
 Conducted thorough verification of client identities and documents (KYC and business credentials) to ensure compliance with regulatory and internal SOP standards.
 Assessed transactional details and application data to identify discrepancies, potential fraud, and high-risk indicators, escalating anomalies as needed.
 Utilized Quality Check Tools and Loan Management Systems to monitor financial activity, minimize risk, and support policy implementation

**Urban Remedies Private Limited [Data Manager]**
June 2021–December 2021
 Maintained and organized import/export records and delivery data for products supplied to medical retailers, ensuring accurate and systematic documentation.
 Acted as the single point of contact for coordination, collaborating with the Branch Manager and stakeholders to streamline operations.

## SKILLS

- **Proficient in Microsoft Office Suite:** Advanced Excel, Word, and PowerPoint – skilled in data handling, reporting, and presentation creation.

- **Accounting Software Knowledge**: Experienced with Tally ERP-9 and Busy for financial recordkeeping and MIS reporting.
- **Digital Tools & Technologies:** Hands-on experience with WordPress, CSS, and Digital Marketing strategies.
- **Domain Expertise**: Account Management, Client Relationship Management, Quality Analysis, Fraud Analysis, Risk Analysis and Management.

## CERTIFICATIONS

**CTET (Central Teacher Eligibility Test)** – *CBSE*, 2024
**Google Analytics for Beginners** – *Google*, 2022
**Advance Diploma in E-Accounting (ADEA)** – *IICS*, 2019–2021
**Certificate in Digital Marketing** – *IICS*, 2021
**Course on Computer Concepts (CCC)** – *NIELIT*, 2021

## INTERNSHIP

**SKV, Shri Ram Colony [TGT English]**

29th August–28th December 2024

- Led classroom sessions and academic planning, ensuring adherence to institutional standards and timelines.
- Verified student records and assignments for accuracy, mirroring KYC/document review processes.
- Identified behavioral anomalies and addressed them proactively to maintain a compliant and safe environment.
- Coordinated with peers and guided group activities, demonstrating strong communication and leadership in a policy-driven setting

**British Council [ACCA- Greeter and Proctor]**

March 2024

 Facilitated candidate check-in by verifying credentials, addressing queries, and ensuring readiness for examination.
 Maintained accurate logs and data sheets, ensuring daily targets were met with high-quality service standards.
 Remotely monitored exam sessions to uphold integrity, reporting irregularities and ensuring strict adherence to exam protocols.
 Provided real-time support and guidance to candidates, ensuring a secure, fair, and orderly exam environment.