

# Mayank Kumar Gupta

Mobile: +919926786999

E-Mail: [mayankkgupt99@gmail.com](mailto:mayankkgupt99@gmail.com)

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## *Assignments in the fields of:*

- ☞ **Tourism (Chhattisgarh Government)**
- ☞ **Hotel Management**
- ☞ **Budgeting and allocation of fund**
- ☞ **Team Building and Leadership**
- ☞ **Relationship Management**

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## **PROFESSIONAL SNAPSHOT**

Currently working as the Assistant Director (Finance) at Directorate of Medical Education, Raipur (Chhattisgarh) from Feb'22 till date.

- ▶▶ Administrative finance professional with valuable experience of **5years and 9 months** in the field of State tourism board, Hotel management and Directorate of Medical education.
  - ▶▶ Expertise in managing all the phases of undergoing projects ,fund allocation which includes prospecting, detailed analysis of financial implications.
  - ▶▶ Hands on experience in starting and developing new projects.
  - ▶▶ Ability to formulate strategies.
  - ▶▶ An excellent communicator with good interpersonal and analytical skills.
  - ▶▶ Motivated by internal standards of excellence for optimum utilization of resources.
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## **CAREER OBJECTIVE**

**An efficient professional having ability to perform the task enthusiastically and effectively. Having an exceptional leadership quality, which enables to develop and motivate others to achieve the targets.**

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### AREAS OF EXPERTISES

Fund Utilization

Team building & Training

Leadership & Project handling

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### PROFESSIONAL QUALIFICATION

- Pursuing Masters of Social WORK (MSW)(Duration-02yrs) ,IGNOU
- Bachelor of Science (Biology),Sarguja University (C.G), in 1<sup>st</sup> division (2008-2010).

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### CAREER SPAN

Sep'16 – Till date worked with Chhattisgarh Government , Finance Department.

#### Significant Contributions/Achievements

- Bagged 24<sup>th</sup> rank in Chhattisgarh state civil administrative exam( PSC), AND SELECTED IN State Finance Services.
- Nodal officer from Tourism Department of Central Government Scheme-**Swadesh Darshan** at Chhattisgarh.
- Nodal Officer of 1<sup>st</sup> **IHM( Indian Hotel Management Institute)** of **Chhattisgarh** for the affiliation from NCHMCT and successful commencement of 1<sup>st</sup> academic calendar.
- State government delegate for the **World Travel Market, London(UK)**, 2019.
- Officer Incharge of **Ram Gaman flagship scheme**, Chhattisgarh government,2020-21.

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### IT SKILLS

- Well versed with MSOffice (Word, Excel, Access and PowerPoint), Web Mails, Outlook Express and Internet Applications.

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### BEYOND ACADEMICS

- Motivational Speaker.
- Columnist, writer and Social Worker.

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### PERSONAL DETAILS

Date of Birth : 26<sup>th</sup> March 1985  
Father's Name : Shri Jagdish Prasad Gupta  
Permanent Address : Flat no.4202, D Block, Shanti Residency, Amrapali Society,  
Raipur (C.G)  
Languages Known : English, Hindi  
Current Location : Raipur(C.G)

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**DECLARATION**

I hereby declare that all the Information mentioned above are true to the best of my knowledge.

**MAYANK KUMAR GUPTA**