



Profile

- A dedicated and tech-savvy individual with a Masters in Commerce searching for a challenging role at a progressive organisation that offers immense growth opportunities and to implement my advanced knowledge and skills to contribute to the success of the organisation.

Contact

Address

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Youtube

Learn German
Instagram - Fremdsprach_schule

✉ gupta.babita1996@gmail.com

Skills

German Language - C1
Professional Proficiency

English Language -
Professional proficiency

Hindi Language -
Professional proficiency

Knowledge of Tally, MS
office

Knowledge of Accountancy and
Finance

Babita Gupta

PAYMENT PROCESSING ANALYST/GERMAN TRAINER

Career Objective

Ambitious and self motivated individual with 4.5 years experience in Finance Profile and German Teaching/ Translating/ Interpreting and Desirous of making a career in Financial Management by obtaining the role of Accounting and Financial Analyst at a challenging organization to utilize my knowledge in financial planning, forecasting and reporting.

Experience

Nov 2022-OCT 2023

Deutsche Bank AG
14F, Hindustan
Times, KG Marg,
DELHI

Payment Processing Analyst

- Monitoring of Term Deposit process, regulatory reposting's vendor management for Term Deposit processing.
- Monitoring & managing of branch operations which include end to end control of cheques and other documents.
- Processing of domestic and FX transactions within cut off .
- Monitor the branch internal and nostro accounts. Ensure to manage and respond to internal and external stake holders on various asks.
- Various Certificate requests for customers to be attended and issued on time.
- All regulatory related queries are to be attended and responded as desired by the authorities.

Mar 2022-Oct 2022

Careertalks with
Manpreet
Dwarka, Delhi

German Trainer

- Conducting classroom and online training.
- Creating and conducting periodic language assessments as per CEFR Common European Framework of Reference for Languages/ GER (Gemeinsamer europäischer Referenzrahmen).
- Motivating Students and creating language improvement strategies.
- Conducting Pre-and-Post Training assessments for the trainees.
- Design and customize training curriculum using inputs from Operations & Quality.
- Drive Performance among the trainees to meet targets.
- Ability to better training standards/methodology and processes.
- Proficient with MS Office.

Dec 2021-Mar 2022
Sangkriti
Berlin, Germany

Freelance German Trainer

- Teaching German from level A1 - B2 in all aspects (speaking, listening, writing and reading)
- Preparing lessons that meet core objectives and principles and are in line with the curriculum goals and related to the German culture
- Taught students worldwide.

Sept 2019-Nov 2021

TRIPS24X7
DWARKA, DELHI

FINANCE ANALYST

- Consolidate and analyze financial data (budgets, income statement forecasts etc) taking into account company's goals and financial standing
- Provide creative alternatives and recommendations to reduce costs and improve financial performance
- Assemble and summarize data to structure sophisticated reports on financial status and risks
- Hands on MS Excel , Powerpoint , Word and CRM
- Conduct business studies on past, future and comparative performance and develop forecast models

Mar 2019-July 2019

SIEC EDUCATION PVT LTD.
NEW DELHI

German Trainer

- Teaching German from level A1 - B2 in all aspects (speaking, listening, writing and reading)
- Preparing lessons that meet core objectives and principles and are in line with the curriculum goals and related to the German culture
- Developing additional course materials for students (handouts, essays and additional homework assignments)
- Teaching grammar and syntax, vocabulary and word usage and other principles of the German language

Educational Qualification

2017-2019

IGNOU

Master of Degree

Masters in Commerce

2014-2017

Kalindi College, DU

Bachelors Degree

Bachelors in Commerce (hons.)

German Language Certified

Goethe Institut

B2.1

2013-2014

Maharaja Aggarsain Adarsh Public School, Delhi

Class XIIth - CBSE Board

Commerce Stream with Maths
- 92.5%

2011-2012

Maharaja Aggarsain Adarsh Public School, Delhi

Class Xth - CBSE Board

8.4 CGPA

Additional Certifications

August 2022

Business Analysis Foundation Certification - IIBA

August 2022

Deutsch B2 - Deutsch für Fortgeschrittene Udemy Certification Course