



# Babita Gupta

PAYMENT PROCESSING ANALYST/GERMAN TRAINER

## 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

T-3/E FIRST FLOOR  
Rani Bagh, Delhi- 110034



### Phone

+91-7011973365  
+91-9654689965



### 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

## 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 repoting'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 europischer 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

## FINANCE ANALYST

TRIPS24X7  
DWARKA, DELHI

- 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

## German Trainer

SIEC EDUCATION PVT  
LTD.  
NEW DELHI

- 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

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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

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August 2022

### Business Analysis Foundation Certification - IIBA

August 2022

### Deutsch B2 - Deutsch für Fortgeschrittene Udemy Certification Course