



Profile

Title	Mr.	First Name	Amit	Last Name	Gupta	Photograph
Designation		Junior Assistant				
Department		Accounts				
Residence Address		1/9836, Street No. 2, Gorakh Park, Shahdara, Delhi - 110032				
Phone No Office		011-22324086				
Mobile		7011893349				
Email		agupta@shyamlal.du.ac.in				
Educational Qualifications						
Degree		Institution				Year
Xth			CBSE			1995
XIIth			CBSE			1997
Graduation			University of Delhi			2000
Post Graduation			Indira Gandhi National Open University			2008
Other			CIC, PGDIBO			2004
Work Assignment						
<p>1. Maintenance & finalization of following College Accounts including preparation of cheques through computer for payments: Shyam Lal College Miscellaneous A/c Shyam Lal College Development Fund A/c Shyam Lal College Students Aid Fund A/c Shyam Lal College Students Security A/c Shyam Lal College Provident Fund A/c Shyam Lal College University Examination A/c Shyam Lal College BIT Maintenance Fund A/c</p> <p>2. Assisting to Sh. Virender Singh Jaggi, Convenor Sports Committee as Sports Assistant.</p> <p>3. Assisting to Principal in the absence of Sr. P.A. to Principal.</p> <p>4. Support to Yogesh Singh Negi for TDS work as and when required by him.</p> <p>5. Any other work assigned by the College Authority.</p>						
Achievement / Awards / Recognitions						
Worked as Sr. P.A. to Principal during the period 01.05.2010 to 10.04.2011 as Sr. P.A. go back to his parent organisation.						
Other Activities						
<p>1. Working as Assistant in IGNOU Study Centre 0769, Shyam Lal College since 2002-2003 to present.</p> <p>2. Associated with "Sneh Kunj, Handicapped Children's Parents Association, Dwarka, New Delhi".</p>						