

## **CURRICULAM - VITAE**

### **PERSONAL DETAILS**

<b>Name</b>	Hemant Dixit	<b>Marital Status</b>	Married
<b>Father's Name</b>	Shri Gurudutt Sharma	<b>Mobile Number</b>	09719202513
<b>Mother's Name</b>	Smt. Vimlesh Devi	<b>Email Address</b>	Hemantdixit331@gmail.com
<b>Date of Birth</b>	2000 March 23	<b>Residential Address</b>	Bhonra (Wair) Sikendrabad Bulandshahr 203202

### **EDUCATIONAL QUALIFICATION**

Course	Degree Name	Name Of Institution	Year Of Passing
10 <sup>th</sup>	Science	B.L Inter College	2018
12 <sup>th</sup>	PCM	B.L Inter College	2020
Graduation	B.Com.	Kalawati chuttan lal kaka Degree College	2023

### **SKILL SETS**

Software	Know about
MS Excel	Maintaining of Data, Vlookup, Sumif, countif Pivot Table, and other as per requirement of organization
MS Word	As per requirement of organization
Tally –Accounting Software	Day to Day Accounting, creation of Sales Invoice, Booking of Purchase, Assets, & Expenses, Bank Reconciliation, etc.
Language	Hindi- Write, Spoke, Read English- Write, Spoke Read

### **WORK EXPERIENCE**

Name of Organization	Position & Work Duration	Working Profile
M/s Nivam Soya Foods Pvt Ltd.	<u>Sr. Executive – Purchase</u> 2023, Jan to till	Day to Day Accounting in Tally, Prepare Service Invoice, Booking of expenses, Prepare payment Voucher, Monthly Business report Prepare Budget Report and track with PO. Prepare Purchase Order As per Requirement. Maintained Inventory with manual register. Placing Order to Supplier.

		Prepare Payment request form for vendor payment. Share Payment advice to vendor. Prepare Quotation Selection Sheet for Commercial Department.
M/s Vans Inks & Chemicals Pvt Ltd.	<u>Purchase -Executive</u> <u>2021 July to 2022 Dec.</u> .	Search The Supplier for materials as per the requirement of PMC Department.  Sending Purchase Order & follow up delivery of material.  Submit the payment request from to finance department for vendor payment.
M/s TMB Battery India LLP.	<u>Accountant</u> <u>2021, Jan to 2021 July.</u>	Day to Day accounting, Billing, Purchase Booking, Expenses Booking, Maintained Inventory, prepare of Cheque, Bank Entry, Control Petty cash expenses. Reconciliation of Customer. Reconciliation of Vendor. Control Marketing Expenses.

### **DECLARATION**

I hereby declare that the information furnished by me is correct to the best of my knowledge.

**Hemant Dixit**