

HARDIK MISHRA

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CAREER OBJECTIVE

To work at a responsible position in any organization to gain knowledge and perfection by putting in all my efforts in job assigned with challenging opportunities thus offered.

EDUCATIONAL CREDENTIALS

Degree & Specialization	School/College	Board/ University	Year of Passing	Percentage/ CPI
MBA-Finance	R. B. Institute of Management Studies	G.T.U	2014	CPI 7.30 (68.00%)
BBA-Finance	L. J. Institute of Business Administration	G.U	2012	60.50%
HSC	Hebron Higher Secondary School	GSHSEB	2009	68.57%
SSC	St. Joseph's Secondary School	GSHSEB	2007	54.77%

PROFESSIONAL COURSES

Degree	Institute	Year of Passing	Percentage
CMA Inter Group-II	Institute of Cost and Management Accountants of India	June 2018	55.50%
CMA Inter Group-I	Institute of Cost and Management Accountants of India	December 2015	50.00%

IT SKILLS

- SAP - FICO Module
- Hands-on working knowledge in Microsoft Office Application
- Completed compulsory Computer Training Programme as per the regulations of ICAI
- Basic Knowledge of Tally

MY STRENGTH

- Dedicated to assigned work
- Proven initiative-taking abilities and drive to achieve
- Quick learner, need little guidance

EXPERIENCE

Indian Oil Corporation Limited

(08.10.2018 to 07.10.2019)

Role: Industrial Cost Trainee

Key Responsibilities:

- Rate checking of MS/HSD/IB/LPG.
- Checking of Lube Incentives Claims as per policy of corporation.
- Assessing in preparation of MIS related to Incentives and commission to retail dealers, NDNE Incentives, Non Fuel Revenues.
- Preparation of Closing Schedules.
- Checking of discount to IB customers as per approval and assessing in preparation of MIS related to net margin report on quarterly basis.
- Sending monthly PAD statement to retail dealers and LPG distributors.
- Calculation of IB Interest, Solar credit, Lease Rent.
- Assessing in Toll charges, Bank Mandate of vendor's, review of TT in transit, checking Proposal for Development of RO.

K. Solanki & Co. (Chartered Accountant)

(01.04.2016 to 30.03.2018)

Role: Audit Assistant

Key Responsibilities:

- Vouching
- Verification of Accounts
- Stock Audit
- Accounting of Clients
- Account Supervision

PERSONAL DETAILS

Address : 23, Silver Flats, Nr. Blind Men Hostel,
Rajpur, Gomtipur, Ahmedabad - 380021.

Date of Birth : 08-05-1992

Nationality : Indian

Sex : Male

Marital Status : Single

Hobbies : Cooking, Travelling

Language Known : English, Hindi, Gujarati

Hardik Mishra