

Vidyanand Das

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Career Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Educational Qualifications

- **B. Com (HONS)** completed from **Lalit Narayan Mithila University**, Darbhanga (Bihar) in 2017.
- **10th & 12th standard** completed from **Bihar Board** in 2011 & 2014.

Experience

- Working at **Inox Wind Limited** as **Executive – Commercial** (LRE: Land Recourse & Evacuation) since 01st Mar. 2019.

[**About Company:** Inox Wind Limited is a fully integrated player in the wind energy market with 3 state-of-the-art manufacturing plants in Gujarat, Madhya Pradesh & Himachal Pradesh. We are one of the largest manufacturers of Wind Turbine Generators (WTG) in India. Our project sites across Rajasthan, Gujarat, Maharashtra, Madhya Pradesh and Andhra Pradesh, amongst others state. The company is listed on the National Stock Exchange of India (NSE: INOXWIND) and on the Bombay Stock Exchange (BSE: 539083).]

- 1 Year 4 Months in **Global Autotech Limited** as **Assistant Officer – RM & FG Stores**.

[**About Company:** Global Autotech Ltd manufactures machined HPDC parts, and Full Squeeze Casting. It is one of the largest suppliers of Piping assemblies (high & Low Pressure) , Tube connectors, Valves, Rotor, Pulley, Steel Shafts, Compressor Pistons & Swash Plates for automotive AC systems supplying to various Tier 1s. From its inception, Global Autotech has the vision to grow into one of the most dynamic organizations that will supply quality parts to a wide variety of customers across the globe.]

Project Work

- 2 Years in **Smart Value Products & Services Limited** as **Independent Business Associate** (Part Time) on commission based for Direct Selling.
- 6 Months in **Govt. of India's (Census of India Project 2011)** for Population, Socio and Economic calculation as **Data Entry Operator** on Contract based.

Role & Responsibilities

- Responsible for WRD Accounts related works and all information reporting to **General Manager-WRD**.

- Preparing Domestic & International Purchase & Service Work Order, Invoice verification & booking in **SAP** as per accounting standard.
- Preparing Payments request (Advance/Credit Balance) for Land Lease & Security Vendors, Domestic & International Vendors and WRD Team and all expenses settlement.
- Cost analysis of quotations, proposals from vendors.
- Track of all payments & expenses.
- Material Management, New Vendor Accounts Opening in **SAP**.
- Land Lease & Security agreements & documentation.

Extra-curricular Activities

- Completed 60 Days of **Certificate course of GROW Program** from **Dr. Reddy's Foundation**, Badarpur, New Delhi.
- Completed 3 Days of **Professional course of GST with Tally ERP9** from **NSIC Ltd.** Okhla, New Delhi.

Computer Proficiency

- SAP Material Management, Tally ERP9 & E-Way Bills and MS-Office & Internet.
- Typing English: 30 WPM with 90% accuracy.

Skills

- Domestic & International Purchasing & Payment Process.
- Stock & Inventory Management.
- Billing & Invoicing Management.
- Cos Analysis & Vendor Accounts Reconciliation.
- Land Lease & Security Agreement Processing.
- Team & Time Management.
- Hardworking & Friendly Nature.

Hobbies

- Visiting to new places & meets to new people.

Personal Profile

Father's Name	: Mr. Dilchan Das
Date of Birth	: 05 th Feb. 1994
Gender	: Male
Marital Status	: Single
Nationality	: Indian
Languages Known	: Hindi, English, Maithili and Bhojpuri.

I hereby declare all the information provided above is true to best of my knowledge and belief.

Date:

Yours truly,

Place:

(Vidyanand Das)