

MAYANK DIXIT

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PROFESSIONAL AND EDUCATION QUALIFICATION

| COURSE | YEAR | INSTITUTION | MARKS | REMARKS |
|-----------------|----------|--|---------|--------------------------------------|
| CA Final | May 25 | Institute of Chartered Accountants of India (ICAI) | 300/600 | Scored 55+ in three subjects |
| CA Intermediate | July 21 | | 448/800 | Exemption in two subjects |
| CA Foundation | Nov 2019 | | 257/400 | First Attempt with distinction |
| Class XII | Mar 2019 | Bonnie Foi Sr. Sec School (CBSE) | 353/500 | Secured Distinction in four subjects |
| Class X | Mar 2017 | | 10 CGPA | School Topper |

WORK EXPERIENCE

Industrial Training - Indian Oil Corporation Limited, Finance dept, MPSO. *April 23 – Sept 24*
(A Maharatna PSU and a Fortune 500 company. Nation's largest integrated oil refining and marketing company, with operations spanning refining, pipeline transport, and petroleum product distribution.)

- Assisted in litigation management, **liquidation of contingent liabilities**, and ensured tax compliance with a focus on TDS, TCS, VAT, and GST **filings worth over 500 Crores**.
- Worked extensively on **SAP (FICO module)** with exposure to OMC Transactions (Non-Product Sharing) to service contracts also **prepared interactive dashboard** for meeting, MIRO and Tender Evaluation **above 100 Crores** of various departments, focusing on eligibility analysis, **pricing structures**, and adherence to regulatory, organizational policies.
- Acquired cross-functional experience in **150+ Capital expenditure invoices & Transportation Payments for 500+ vendors**, Bank Reconciliation for **10 accounts** monthly in **SAP**, and Supply Chain Management, showcasing a proactive, solution-oriented approach enhancing accuracy and reducing payment errors.
- Played a vital role in **vendor reconciliation** and resolved **open items**, improving vendor management efficiency.

Article ship – R.C. Baheti & Co. Chartered Accountants, Bhopal *Sept 21 – Mar 23*
(A well-established Chartered Accountancy firm based in Bhopal, specializing in chartered accountancy services including personalized tax planning, advisory, audits and with a growing clientele comprising numerous SMEs and family-owned businesses.)

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| TAXATION | <ul style="list-style-type: none">➤ Prepared over 40 financial statements under Tax Audit and evaluated internal control systems.➤ Preparation of 300+ Income Tax Returns of Individuals, firms and Private Companies. |
| AUDITS & COMPLIANCES | <ul style="list-style-type: none">➤ Conducted 30+ audits including Bank, Internal, Revenue, Stock and GST Audits.➤ Conducted 20+ Statutory Audit and prepared Financial Statements as per Schedule III of entities having turnover of Rs. 50+ Crores. |
| ACCOUNTING, BOOKKEEPING AND REPORTING | Managed bookkeeping for over ₹50 crore in transactions during statutory audits, reconciling ledgers with 100% accuracy and ensuring timely preparation of financial reports in compliance with regulatory standards. |

ESSENTIAL SKILLS

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|-----------------------------|--|
| Financial Systems | SAP FICO & Tally |
| Data & Analysis | MIS Reporting, MS Office Tools (including Advanced Excel) & Power BI |
| Interpersonal Skills | Team Collaboration & Emotional Intelligence |
| Personal Attributes | Strong work ethics & Creativity |

KEY ACHIEVEMENT

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| Contingent Liability Liquidation (Litigation) | Assisted in liquidating Rs. 9 Crores in contingent liabilities with nil demand in VAT and GST assessments |
| Revenue Leakage Prevention | Developed and implemented supply chain strategies that enhanced efficiency and cost savings . |
| Control Assessment | Participated in audits to support internal control improvements and operational effectiveness. |
| High-Volume Transaction Management | Successfully managed tax compliance for transactions worth over ₹500 Crores with zero compliance issues . |

HOBBIES & INTEREST

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|--------------------------------|---|
| Finance & Investing | Enthusiast of equity markets and financial analysis, regularly track NIFTY & global indices, and apply fundamental and technical insights to simulate portfolio strategies. |
| Quiz Competition | Regular participant in quiz competitions focused on current affairs, finance, and general knowledge; enhances critical thinking, rapid problem-solving, and collaborative strategy. |