

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 | | 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 REPORTING | AND <p>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.</p> |

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. |