

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.

EDUCATION:

Institute of Cost and Management Accountants of India-ICAI, Kolkata **2015-2018**

CMA (Cost and Management Accountants) - Intermediate

Major: Costing, Taxation | Percentage: 52.75%

R B Institute of Management Studies, Ahmedabad **2012-2014**

Master of Business Administration | Major: Finance | Percentage: CPI 7.30 (68%)

L. J. Institute of Business Administration, Ahmedabad **2009-2012**

Bachelor of Business Administration | Major: Finance | Percentage: 60.50%

Hebron Higher Secondary School, Ahmedabad **2007-2009**

HSC | Major: Commerce | Percentage: 68.57%

St. Joseph's Secondary School, Ahmedabad **2007**

SSC | Percentage: 54.77%

Skills & Interest

- 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

Strength

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

WORK EXPERIENCE

Indian Oil Corporation Limited GSO, Ahmedabad
Industrial Cost Trainee

Oct 2018 – Oct 2019

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.
Audit Assistant

Apr 2016- Mar 2018

Key Responsibilities:

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

PERSONAL DETAILS

Date of Birth	: 08-05-1992
Nationality	: Indian
Sex	: Male
Marital Status	: Single
Language Known	: English, Hindi, Gujarati

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