

- Rohit Bhardwaj

Sector 103, Daulatabad 53, Gurgaon – 122006

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## Professional Summary

Detail-oriented Inventory and Store Executive with 4+ years of experience in inventory management, material inward-outward tracking, and Excel documentation. Adept in maintaining stock accuracy, vendor coordination, and optimizing daily store operations. Skilled in Microsoft Excel and team coordination. Available for immediate joining.

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## Experience

### Surya Electro Controls

#### Inventory & Store Executive (May 2024 – Present)

- Managed inventory inward and outward entries accurately using Excel.
- Maintained up-to-date stock records and performed routine audits.
- Coordinated with procurement and production teams to ensure timely material flow.
- Reduced stock mismatch through regular reporting and checks.
- Handled day-to-day store operations efficiently.

### ADDCO Marketing Pvt Ltd

#### Accountant (May 2020 – April 2024)

- Maintained and recorded all sales and purchase transactions in Tally ERP with 100% accuracy.
- Performed GST 1 & 3B reconciliation on a monthly basis.
- Entered purchase bills, sales invoices, and expense vouchers systematically in Tally.

- Analyzed and matched bank statements with company records for reconciliation.
  - Created and maintained Excel reports for transaction summaries and monthly bookkeeping.
  - Supported audit procedures with accurate financial documentation.
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## Education

- Bachelor of Commerce – IGNOU, 2024
  - 12th – Govt. Senior Secondary School, 2016
  - 10th – C.R.O Asis Convent School, 2014
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## Skills

- Store & Inventory Management
  - Microsoft Excel
  - Staff Coordination
  - Record Keeping & Documentation
  - Data Analysis
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## Achievements & Certifications

- R.V Institute – 1 Year Diploma
- ITI Diploma – Trade
- Multimedia Animation & Special Effects