



## NAVNEET

### MBA – Financial Management(2021-23)

#### CAREER OBJECTIVE

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence.



MBA Programme  
(University Home Department)  
Savitribai Phule Pune University  
Sub Centre Nashik

+91-9765007515

[navneetdicit687@gmail.com](mailto:navneetdicit687@gmail.com)

#### ACADEMIC PROFILE

Degree	Year of Passing	Name of University	Percentage
MBA (Financial Management)	2023	MBA Programme, Savitribai Phule Pune University, Sub Centre, Nashik	7.53(SGPA )
B.Sc. (Comp. Science)	2019	Modern College of Arts Science and Commerce, Pune	67.25%
12 <sup>th</sup> (CBSE)	2016	Mother India Sr. Sec. School, Haryana	71.4%
10 <sup>th</sup> (CBSE)	2013	R.C.M Sr. Sec. School ,Haryana	8.6 (CGPA)

#### SKILLS

- Time Management
- Problem Solving Skill

#### TECHNICAL SKILLS

- Axapta ERP
- Progen ERP
- MS-Office
- Advance Excel

#### COURSES & CERTIFICATIONS

- Financial Analyst Course on Udemy

#### INTEREST

- Travelling
- Volunteering
- Reading Books
- Cooking

#### PROJECTS

- 3<sup>rd</sup> Year 5<sup>th</sup> Semester ( B.Sc. Comp. Sci. 2019):Two-Wheeler Showroom Management

#### INTERNSHIP

**Organization:** Haldex ANAND India Pvt. Ltd.

**Designation:** Management Trainee

**Duration:** 30<sup>th</sup> August 2022 to 30<sup>th</sup> October 2022

**Title:** An Analysis and Reconciliation of Payable Management for Haldex ANAND India Pvt. Ltd

**Job Role:-**

- Handled Payments of various vendors or debtors on continuous basis.
- Responsible for reconciliation of various banks accounts.

#### LANGUAGE

- English
- Hindi
- Marathi

### Currently Working

**Organization: The West India Power Equipment (P) Limited**

**Designation: Accounts Executive**

**Responsibility:**

- Preparation of Monthly Cost Sheet of Plant as required by Management.
- Preparation and reconciliation of Purchase Order with Price Quotation along with actual quantity received.
- Preparation and monitoring E-Invoices and E-way Bills for Supply through ERP Software.
- Maintaining & finalization of Debtors and creditors records along with payment & receipt Reconciliation.
- Responsible for doing BDR(Bank Deposit Receipt) in ERP Software.

### CO-CURRICULAR & EXTRA CURRICULAR

- Completed National Service Scheme (NSS) of two years from Modern College of Arts, Science and Commerce and attended various social services programs.
- Currently working as a volunteer for save soil campaign of Isha Foundation.

### PERSONAL INFORMATION

Date of Birth : 8<sup>th</sup> February 1998

Gender : Male

Marital Status : Unmarried Nationality : Indian

Permanent Address : House Near Brahmin Old Shiv Temple, V.P.O Kabulpur, Rohtak (124201), Haryana