

Mudit Mittal

D.O.B: 14th September 1998
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Career Objective:

Seeking career building opportunity with an organization where my skills can add value to its growth by utilizing my educational background & interest, and to be in a position to maximize my potential as a productive and active individual giving quality performance with utmost sincerity for achieving the goal of the organization.

Internship:

Worked with Pyramid IT Consulting India Pvt. Ltd as an Intern - **Accounts & Finance** since **July 08th, 2019** till **August 10nd, 2019**.

- Journal & Ledger preparation in tally.
- Transfer Entries.
- Account Payables & Receivables.
- Vendor bills reconciliation.

Experience:

Work at Rama Group of Company Pvt .Ltd as a **Purchase Manager and Sales Manager** in **Cattle Field** since **Feb 01th, 2021** to till now.

- Records to Purchase Report.
- Purchaser of Raw Material for company products.
- Sale of company products.
- Daily Follow-up with Party's
- Managing a team of 13 members.
- Record to monthly Sales and purchase Summery
- Solving vendor's and Party's problems.
- And Worked with Sales Manager as an Assistant Sales Manager.

Academic Qualification:

Course	Institute	Passing Year	Percentage
M.B.A. (Marketing and Finance)	Dr. A.P.J. Abdul Kalam Technical University, Luck now	September2020	64.00%
B.Com	Chaudhary Charan Singh University, Meerut	May 2018	52.14%
XII	UP Board	May 2015	60.6%
X	UP Board	June 2013	80.33%

Project:

Completed a project in **Financial & Accounting Process** during tenure of my professional qualification M.B.A.
(Finance &Marketing)

- Financial Analysis Reporting
- Account Payables & Receivable
- Tax Returns Preparation
- Mortgage Processing Services
- Record to Report
- Accounting and bookkeeping services
- Payroll Process Service.

Computer Skills:

- Proficient in Microsoft office.
- TALLY 9.0 (Accounting, Inventory Management & Taxation)
- NIELIT CCC Diploma

Date:

Place: Bulandshahr

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(Signature)