

PARIKSHIT PANDIA

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Objective

To pursue a challenging career and be a part of a progressive organization that gives scopes to enhance my knowledge, skills and reach the pinnacle in this field with sheer determination, dedication and hard work.

Work Experience

Bestowed Seven years of service to **Gillanders Arbuthnot & Co. Ltd. (Kothari Group-Tea Division)** as Commercial Executive and still continuing, a synopsis of my job profile comprises of the following tasks:-

- Preparation of Dispatch advice and GST invoices for all teas from garden as well as auction warehouses.
- Liaison with carriers for status of delivery of teas.
- Liaison with brokers/parties to get the payments on due date.
- Analysis of debtors aging report.
- Reconciliation of debtor accounts of parties and account confirmation at quarter end.
- Monthly stock & sales reconciliation.
- Preparation of monthly Form E return regarding monthly sales details for garden.
- Preparation of information as required by auditors at each quarter end.

Education Qualifications

- **MBA in Sales Management & Finance** from Poornima School of Management, Jaipur affiliated by Rajasthan Technical University, Kota 2011.
- **Graduation in B.Sc.** from M.N. Institute of Applied Sciences, Bikaner 2009.
- Senior Secondary from Rajasthan Board of Secondary Education 2005.
- Secondary from Rajasthan Board of Secondary Education 2003.

Internship & Projects

- **Summer Internship Programme** of 45 days at Shivdeep Industries Pvt. Ltd. (Bikaji)
Objective- Analysis of availability and consumer preference of BIKAJI Products.
- **Project Report on** “Factors affecting the purchasing decisions for Life Insurance policies of LIC & ICICI Prudential Life Insurance in Jaipur city”.
- **Live Project** of 30 days on “Comparative Study of Consumer Preference of Bajaj & Hero Honda Motor Bikes”.
Objective- To know which one is the most preferred bike of people in Jaipur city.

- **Industrial Visit**

Parle Biscuits Pvt. Ltd., Varun Beverages Ltd., Gujarat Industrial Power Corporation Ltd.(GIPCL), Krishak Bharti Cooperative Ltd.(KRIBHCO), ABB Ltd., Kivi Labs Ltd., Ginni Filaments Ltd., Eurotex Industries & Exports Ltd.

Certificate & Capsule Courses

- Banking, Insurance, Retail Management, & MS-Office Automation.
- Certificate in Tally ERP-9 GST.

Curricular & Co-Curricular Achievements

- Co-ordination and Participation in Management & Sport events at college level.
- Participation in Blood Donation Camp in Poornima School of Management.

Personal Profile

Date of Birth	18 th Aug.1987
Father's name	Mr. Vishnu Prasad Pandia
Marital Status	Married
Language Known	English, Hindi & Rajasthani

(PARIKSHIT PANDIA)