

## **Mr. Shivank Negi**

**Date of Birth:** 22 July 1991

**Email id:** [shivanknegi01@gmail.com](mailto:shivanknegi01@gmail.com)

**Mobile No.:** +918979353675

**Permanent Address:**

C block type III C-4/4

New Tehri Town Tehri Garhwal 249001

Uttarakhand

### **Career Objective:**

Looking opportunity in highly professional organization with challenging and competitive environment, where I can use my knowledge base as well as personal attributes to achieve the organizational goals.

### **Organizational Experience**

**Since Nov' 2019 Bedi Mishra & Associates, Chartered Accountants, Noida**

**Team Leader (Due Diligence Audit)**

**Key Result Areas**

- Doing the Due Diligence Audit and Preparing Due Diligence Audit Report, financial analysis, Project Reports, financial Modeling, working in tally.

**Since Sep'2015 to Oct' 2019 State institute of Hotel Management catering technology and applied nutrition Tehri (Governed by Uttarakhand Tourism Development Board)**

**Executive (Accounts & Admin)**

**Key Result Areas:**

- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, other reports. Substantives financial transaction by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures. Maintaining filing, working in Ms Office, Ms excel, Ms outlook, Ms Power point, working in different software's like Ekosh, PFMS, Tally. Drafting letters, Maintain office files and documentations, working as per the procurement rule of the govt

**Since Aug'2012 to Aug'2013 HIM Paryavaran Swasthya Evam Siksha Jan Jagran Samiti**

**Executive (Admin)**

**Key Result Areas:**

- Administrative duties and responsibilities include providing admin support to ensure efficient operations of the offices. Supports managers and employees through a variety of tasks related to organization and communication. Maintaining filing, working in Ms Office, Ms excel, Ms outlook, Ms Power point, working in different software's like Ekosh, PFMS, Tally. Drafting letters,

Maintain office files and documentations, Also work as a volunteer for solid waste management in different nagar palikas of uttarakhand, also participated in various clean up programs through out the city

### Academics:

Degree	Board/University	Year
MBA(Finance)	H.N.B GARHWAL UNIVERSITY	2015
B. Com	H.N.B GARHWAL UNIVERSITY	2012
12 <sup>th</sup>	CBSE	2009
10 <sup>th</sup>	CBSE	2007

### Academic Project/Industrial Training

**THDC India ltd**

**June – august 2014**

**Project Title: “Analysis of working capital management”**

**Project details:** In this project a modest attempt has been made to analyse the trend of working capital of THDC India ltd during last five years i.e.2004-05 to 2008-09

### Computer Skills:

- **Post Graduate Diploma in Computer Application** from Society For Information Technology Development(2012-2013)
- Proficient with Microsoft Office programmers, Outlook, Internet Explorer and Project.

### Position of Responsibilities:

- Presented as a University representative of HNB Garhwal University (A Central University)
- Volunteer for Youth Festival in HNB Garhwal University(A Central University)
- Volunteer for Tehri Adventure Lake Festival for 3 Years in 2015, 2016,2018
- Worked as a supervisor in nagar palika in solid waste management programs

### Extra Curricular activities:

- Actively Participated in workshop on ‘Application of MS-Excel in Business Application’ at H.N.B.G.U. on 31<sup>st</sup> March-1<sup>st</sup> April ,2014
- Participated in ‘Cross Cultural Communication’ Program at H.N.B.G.U. on 19-20 August, 2013
- Participated in several competitions in HNBGU sports event.

I confirm that, the above information is true and correct to the best of my knowledge.

DATE: 15/02/2021

NAME: Shivank Negi

PLACE: New tehri