**Curriculum Vitae**

**Avinash Dwivedi**

**Contact no**. +91-9200689477, 9131204533

**Email:**  avinash.dwivedi10@gmail.com

**Current location:** Rewa M.P.

**Career Objective**

To work in an environment that provides opportunities to prove my skills & to learn new skills, avenues for meaningful interpersonal relationships and ample opportunities for effort based professional growth.

**Key Attributes**

* A person who believes in hard work and continuous improvement based on job target.
* Adaptable and result oriented can meet challenges and deadlines.
* Insatiable urge to learn team management skills.

**Work experience**

* **Organization** : **TVS LOGISTICS Ltd.**
* **Duration**  : From 10 March 2015 To 25 May 2016
* **Designation** : **Store Supervisor** (MM module)

**Nature of Work.**

* General Account related work such as preparation vouchers, record keeping and accounting Transactions.
* PR,PO,MIGO,MIRO
* Making RGP AND NRGP
* Material Loading & Unloading
* Handling day to day accounts in SAP MM Software.
* Petty cash management for day to day expenses.
* Follow Up with Local bank for Banking Transaction.
* Making Vouchers & Entries in Computer.
* **Organization** : **ABM Knowledgware Limited**
* **Duration**  : From 30 May 2016 to 30 Dec 2017
* **Designation** : **Associate Consultant SAP- MM, PS,HR.**

**Nature Of Work**

* **Associate Consultant SAP software** in **E-Nagarpalika Project** (**SAP software** Implementation Project in **UADD M.P.)** In Madhya Pradesh.
* **SAP Consultant for Hanumana Nagar Palika** in Rewa Division.
* Training, Consulting & Support to all ULB staff in SAP Software for better efficiency &Transparency in government work.
* e-governance sap project MM Module.
* implementation and support of SAP MM vis-a-vis all necessary aspects within Supply Chain - Consumption based planning, Purchasing, Vendor Evaluation, Invoice Verification, Inventory.
* Giving knowledge to ULB Staff about SAP work.
* **Organization** : **DILIP BUILDICON PVT.LTD**
* **Duration**  : From 21 AUG 2018 to TILL NOW
* **Designation** : **Store Executive (MM, Module)**

**Nature of Work.**

* General Account related work such as preparation vouchers, record keeping and

accounting Transactions.

* PR,PO,MIGO,MIRO
* Warehouse Management
* Material Inward , Outward
* Handling day to day accounts in SAP MM Software.

**Educational Qualification**

* **BCA** from Vindhya Institute of Technology, Rewa (Makhanlal University, Bhopal) (68.82%)
* **12th** (Math’s) from Govt.Ex.Higher secondary school Hanumana, Distt-Rewa M.P. (64%).
* **10th** from Govt.Ex.Higher secondary school Hanumana, Distt-Rewa M.P. (66%).

**Hobbies**

* Listening music&playing cricket.

**Personal Profile**

**Name** : Avinash Dwivedi

**Fathers Name** : Santosh Kumar Dwivedi

**DOB** : 27/08/ 1991

**Sex** : Male

**Nationality** : Indian

**Language Know** : Hindi, English

**Permanent Address** : Village and Post-Dhawa, Tehsil-Hanumana, Distt-Rewa (M.P.)-486335