



**DHIRAJ KALWANI**

**Contact Information:**

**Local Address:**

23rd Umiya Kripa  
Society Nag Chowk  
Panchavati Nasik-422003

**Contact No:**

+91- 8888233872/  
0253-2512375

**Email:**

Kalwanidhiraj@gmail.com

**Personal Data:**

**DOB** :1<sup>st</sup> Oct 1987

**Gender** : Male

**POB** : Nasik

**Marital Status:** Single

**Nationality:** Indian

**Passport Details:**

Valid till 2028

**Driving License:**

Valid till 2026

**Languages Known:**

English, Hindi, Marathi,  
Sindhi

**Hobbies:**

Playing Chess & Carom  
Cricket.

## Specialization: Finance

**Objective**

To serve in a reputed organization in Finance Operations with an aim to make the great strides towards my Career in finance through the organization's growth

**Professional Qualification**

**Masters of Business Administration (M.B.A) From University of Pune.**

- Specialization: Finance
- Passed with 58% Marks
- In the Year 2011

**Bachelor of Commerce (B.Com.)**

(B.Y.K College of Commerce University, Pune )

- Passed with 68% marks.
- Year of Passing 2008

**Intermediate (10+2) in the year of 2005**

**Higher Secondary:** from Pune Board (B.Y.K.College of Commerce)

- Passed with 57% marks.
- In Commerce Stream.
- In the Year 2005

**High School:** from Pune Board (R.J.E.M.H.School)

- Passed with 60% marks.
- In the Year 2003

**Projects Undertaken:**

**MBA Project:**

**Bank Name:** Bank Of Maharashtra, Nasik

**Project Title :** Study of the Credit Facilities Provided to the Small Medium Enterprise (SME's) with the help of Retail Branch.

**Project Profile:** To analyze and understand the Organization's Methodology for SME Financing

## **Graduation Project:**

**Company Name:** Asian Electronics, Nasik

**Project Title :** Study of Cost Sheet

**Department :** Accounting

## **Work Experience:**

### **Previous Experience:**

**Company Name:** Prima Impex Ltd

**Designation:** Finance Executive & Marketing Executive

**Duration :** Jan 2011 to Jan 2012 (1 Year)

**Place of work:** Lagos, Nigeria

**Job Profile :**

**Stores Inventory**

- Dealing with plastic raw materials & master batches
- Dealing with retailers, manufacturers & end users
- Building relationship
- Reporting to the Managing Director .

### **Present Experience:**

- Working with Vishal Electricals from 2012 to till date as Financial Controller

**Job Profile :**

- Looking after all Statutory Taxes
- E-Payment of Direct ,Indirect Taxes & Statutory Taxes
- Issue & Receivable of Forms whenever required
- Maintenance of Debtors & Creditors ledger balances on monthly basis
- Filling of GST Returns, E-Payment of GST
- Finalization of Accounts
- Reporting to Managing Director after Finalization of Accounts

## **Competencies & Skills**

- Excellent in Pressure handling
- Client Servicing & People Management
- Targets & Results oriented
- Passionate, Punctual & Resilient
- Convincing & communication skills

## **Computer Proficiency**

- Tally 7.2, 8.1,9.0 ERP
- Operating System 98/XP/VISTA/ W7
- Proficient in MS Office 2003, 2007

## **Declaration**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**Place :** Nasik

**Date :**

**Dhiraj Kalwani**



