

# Dharmesh Porwal

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## EDUCATIONAL QUALIFICATIONS

Course	Year	School/Institution	Board	Result
MBA (Stream – Finance and HR)	2019-21	Apex Institute of Management & Research - [AIMR]	Devi Ahilya Vishwavidyalaya, Indore	60%
Bachelor of Commerce	2016-19	Sheshshayee College of Professional Studies	Vikram University	60%
Class XII	2015-16	AgoshDeep International Public School	M.P. Board	70%
Class X	2013-14	Aditya Birla Senior Secondary School	CBSE	6.2 CGPA

## PROFESSIONAL COURSE AND CERTIFICATIONS

<b>INVESTMENT BANKING CERTIFICATION</b>	<ul style="list-style-type: none"><li>Performed Company Valuations utilizing Markets Approach (Relative valuations - Trade Comps &amp; Deal Comps) and Income Approach (Future Cash Flows - DCF).</li><li>Built fully integrated Financial Projection Models including the ability to run sensitivities within models &amp; worked on Company profiles, Sector analysis, etc.</li></ul>
<b>COMPUTER HARDWARE(A+) AND NETWORKING(N+)</b>	<ul style="list-style-type: none"><li>Certificate Course in Computer CompTIA (A+) from IANT .</li><li>Certificate Course in Computer CompTIA (N+) from IANT .</li></ul>

## WORK EXPERIENCE & INTERNSHIPS

<b>BANDHAN BANK (Sr. Officer) (Branch Sales Executive) (July'24-Dec'24)</b>	<ul style="list-style-type: none"><li>Promoting &amp; selling all banking products to customers such as insurance, loans &amp; accounts.</li><li>Using sales and CRM software tools to manage leads, track sales &amp; generate reports.</li><li>Identifying new business opportunities and providing excellent customer service.</li></ul>
<b>L.D. JOSHEE &amp; CO. (Income Tax Advocate &amp; Consultant) (April' 23 - June'24)</b>  <b>ASHOK JAIN FIRM (Seasoned Chartered Accountant) (July-Dec' 22)</b>	<ul style="list-style-type: none"><li>Filed GST returns for sole proprietors and partnership firms.</li><li>Engaged in filling of monthly &amp; quarterly GST return.</li><li>Handled TDS returns of various corporates.</li><li>Having professional experience of filling income tax returns for corporate clients.</li><li>Performed various GST registrations.</li><li>Worked on Financial Audit of Sole proprietor/company/firms.</li><li>Conducted Tax Audit of various corporate.</li><li>Part of Internal Audit of manufacturing entities</li><li>Prepared Custom duty report.</li><li>Prepared management report and financial statements such as Balance Sheet and P&amp;L a/c.</li></ul>
<b>LANGUEDGES IT SERVICES (Accounts Co-ordinator and Vendor Executive) (Aug' 21-Dec' 22)</b>	<ul style="list-style-type: none"><li>Assisted in financial audit of company and done audit documentation.</li><li>Single handedly handled Outward payment (USD) of the linguist (Vendors).</li><li>Coordinated with foreign as well as Indian Vendors.</li><li>Generated purchase order to Vendor and issued invoices to clients.</li></ul>
<b>MANALI INTERNATIONAL PUBLIC SCHOOL (Account Executive) (June '17- Aug '18)</b>	<ul style="list-style-type: none"><li>Handling Accounts of the school.</li><li>Responsible for Payroll management and Revenue collection.</li></ul>

## SKILLS AND HOBBIES AND OTHER INTERESTS

<b>TECHNICAL SKILLS</b>	<ul style="list-style-type: none"><li>MS Office (MS-Excel, Word and Power point) and Working Knowledge of Tally ERP9.</li><li>Worked on CompuTax &amp; SmartTax (Computerized Software helps in filling ITR).</li><li>Worked on Marg ERP (Business Process Management Software).</li></ul>
<b>INTERESTS</b>	<ul style="list-style-type: none"><li>Passion to learn new things and exploring new people gives me a creative high.</li><li>Sound knowledge of dealing in equity and derivative segments.</li></ul>