**CURRICULUM VITAE**

**DEEPAK TEJWANI**

B-35, VISHWAKARMA COLONY,

PUL PRAHLADPUR,

NEW DELHI-110044

* + : +91 9717130974
* :  [dtejwani8@gmail.co](mailto:dtejwani8@gmail.com)m





**CAREER OBJECTIVES**

* Wish to work for a multinational or any other distinguished financial institution, which can offer a great variety of tasks and provide challenging opportunities in the field of international finance or dealing of financial instruments.
* As a straight forward Self-confident person, who is not afraid of any kind of workload in order to get the job done, would like to use analytical and interpersonal skills and creative thinking in to pragmatic action.
* To plan learn everything in the field of finance and to move up to higher positions in order to gain new experiences.

** PROFESSIONAL HIGHLIGHTS**

**IBM GLOBAL PROCESS SERVICES. –** April 2012 to Present

IBM is a global technology and innovation company that stands for progress. With operations in over 170 countries, IBM has been expanding its footprint in India - and has a presence in over 200 cities and towns across the country - either directly or through its strong business partner network

Designation:  **Finance Executive -F&A Operations (R2R)**

**Key Result Areas**

* Performing Inter-company Reconciliation on daily basis.
* Preparing Bank Reconciliation on daily basis and resolve open items.
* Balance sheet reconciliation.
  + Intercompany Reconciliation.
  + Other Control accounts.
* Fixed Asset Accounting and Reporting ( Acquisition, Transfer, Disposal)
* Monthly Depreciation Run at end of the month.
* Preparing Manual Journals for-
* Accrual Accounting
* Reclassification Accounting
* Prepaid Accounting
* Reconciliation of Accounts Payable Ledgers, research and clearance of unidentified transactions in the ledger, providing supports to the customer.
* Month and year end closing adjustments accounting
* Key member for process improvement.
* Raising the recharge and cash sales invoice for different business units.
* Responsible for qualitative month close meeting SLA’s.
* Intercompany Fund Transfer Accounting and Prepare the Wilfund Reconciliation at end of the month for final closing.
* Preparing and posting Adhoc Journal entries for client.
* Coordinating with clients (AUS & NZ) through call or mails to resolve issues, Customer relation enhancement calls
* Providing excellent support to peers and leaders.
* Worked actively as a **Blue Ambassador program-** Arranging the orientation programs for New joiners in R2Rteam

**EDUCATIONAL CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute** | **Board/** | **Specialization** | **Year of** |
|  |  | **University** |  | **Passing** |
|  | C-MAT, | AICTE | Finance and | 2011 |
| PGDM | Greater Noida |  | Marketing |  |
|  | ( AICTE) |  |  |  |
| B-COM | Govt. | Kota university, | Commerce | 2009 |
|  | Commerce | Kota | (B.com) |  |
|  | College, Kota |  |  |  |
| XII | M.B.V. | Raj board, Ajmer | Commerce | 2006 |
| standard | School, Kota |  |  |  |
| X standard | M.B.V. | Raj board, Ajmer | General | 2004 |
|  | School, Kota |  |  |  |

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**SUMMER INTERNSHIP**

**DCM Shriram Consolidated Ltd.(DSCL), Kota** Duration **–Jun-July,2010**

**Project title**- A detailed study on Ratio and Performance analysis on DSCL

**Department**- Accounts

**Project Description**

* To calculate various relevant financial ratios of the company .
* To determine the relevant financial position of the company.
* To know how ratio analysis helps an analyst to make an informed business or investment decision.
* To determine if there has been an improvement or deterioration or no change over time.
* Study the risk of operations in business.



**CORE MANAGEMENT COMPETENCIES**

* Natural team player with good leadership traits.
* Willingness to learn and deliver. Ability to work in a group as well as an individual.
* Confident with a Positive Attitude.
* Dedicated and result oriented.
* Inspirational
* Focussed
* Decisive



**ACHIEVEMENTS & CO-CURRICULOR ACTIVITIES**

* Awarded Best Performer of Tyco Apac team in the first month of My Job Career By IBM & Client
* Won Gold Medal in Business Quiz in PGDM 1st Sem , 2009
* Awarded 1st **prize in ‘STIC COLORSTIX CONTEST’ at national level in 2004**

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**COMPUTER SKILLS**

**Proficient with**

* Windows 2000/2007/XP, Windows Vista
* MS Office(Word, Excel & Power Point) and internet searching
* Jetex and JIRA (for Raising the journal & its Approval)
* Pronto
* Citrix



**PERSONAL DETAILS**

Date of Birth : 19 Feb 1988

Father’s Name : Mr. Mohan Tejwani

Permanent Address : House No.74,

Sindhi Colony Gumanpura

Kota (Rajasthan) – 324007

Passport : Valid till 2019

Marital Status : Unmarried

Date:

Place:

**(Deepak Tejwani**)