

DIPESH MALVI

About Me

A Recent college graduate seeking an entry-level position in the field of corporate. Possesses a strong academic record, having graduated with first division, eager to put my skills to work in a professional setting. Gained valuable experience through internships and volunteer work..



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Near choitram mandi, Scheme 103, Indore

LANGUAGE

- English
- Hindi
- Marathi (basic)

SKILLS SUMMARY

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

TIKENDRA KUMAR DESHMUKH (TAX CONSULTANT)-BETUL 2021-2022

Oversee small-scale company tasks.
Create Excel templates for journal entries.
Deliver exceptional and consistent customer service.
Demonstrate proficiency in accounting and data verification.

KA PANDEY & COMPANY (CHARTERED ACCOUNTANTS) 2022-2023

Throughout my internship, I acquired invaluable knowledge and skills in accounting, including the utilization of tools such as Excel for managing data, generating P&L accounts, journals, and other essential functions. I also developed proficiency in Tally and Buzz in App. Furthermore, I gained insights into maintaining positive customer relationships and handling them effectively.

EDUCATION

HIGHER SECONDARY EDUCATION BETUL

Little Flower Senior secondary School
(CBSE) Board,Yr, 2018

BARKATULLA UNIVERSITY BHOPAL

Bachelor of Commerce
2018-2021

IPS ACADEMY INDORE

Master of Business Management
(DAVV)
2022-2024

COURSES

DIGITAL MARKETING, IPS ACADEMY

Dec 2022- Feb 2023

PGDCA,MAKHANLAL CHATURVEDI UNIVERSITY

Sep2022-present

MICROSOFT EXCEL, GREAT LEARNING,

Jun2022