



Brij Dipakbhai Parekh

 **3-Rajhans Society,
Raiya Road,
Rajkot.**

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Objective

To implement my interpersonal skills to bring the value to the organization as well as to the society and I would like to work with my full efficiency to help the organization for achieving their goals.

Education Profile

Qualification	Year	University/Board	Percentage/ CPI	Medium of Instruction
M.B.A. (Finance)	2018-20	Gujarat Technological University	7.33	English
B.Comm.	2015-18	Saurashtra University	6.75	English
Class XII	2015	GSEB	84.72	Gujarati
Class X	2013	GSEB	87	Gujarati

Employment

Assistant Manager

BSE Limited
12/2020 – Present

Summary of Work Profile:

As a part of Treasury team in Finance & Accounts Dept.:

1. Maintaining Company's cash inflow/outflow in a certain manner with predefined approved policy
2. Maintaining Company's relation with AMCs, Banks, and Brokers etc. for deploying the surplus funds of the company in MF Units, FDs, SDLs or Bonds with prescribed suggestions from decision making authorities.
3. Keeping books & funds register updated as & when required in order to audit compliance.
4. Using MS Office tools, Tally & ERP applications

5. Involved in Month end & Quarter end activities such as providing helpful data containing current values, i.e., those financial instruments who have current/market values as well as those are live as on required period.

Internship & Projects

- ◆ Done Summer Internship Project titled '**Business Loan Analysis**', working with **MY WEALTH CREATION**, started from 20th May, 2019 to 30th June, 2019.
- ◆ Done Multidisciplinary Action Project based on '**Retail Friendly Digitalization**', in adherence to a retail shop, facing online payment & other issues, started from 15th Sep, 2019 to 15th Nov. 2019.
- ◆ Done Comprehensive Project titled '**Comparative Study on Education Loan on Various Banks**', started from 01st Feb, 2020 to March 2020.

Skills

- ◆ MS Office, Accounting, Financial Management, Time Management, Financial Reporting

Certifications

- ◆ **Tally Academy**
Patel Computers – October 2016
- ◆ **Financial Analyst**
Udemy – July 2020
- ◆ **Excel Crash Course**
CFI – July 2020
- ◆ **Introduction to Corporate Finance**
CFI – July 2020

Personal Information

Date of Birth	29 th October, 1996
Gender	Male
Languages known	English, Hindi, Gujarati
Hobbies	Travelling, Listening Songs, Doing Exercise

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.