

# DHEERAJ TANWAR

PGDM in Finance & BA, B.Com

## PROFESSIONAL CAREER

### ABOUT

An ambitious qualified PGDM (Finance & Business Analytics) from October 2020 batch who is seeking to utilize acquired academic and practical knowledge and looking for a challenging position in an organization that will allow me to display my experiences and good problem-solving skills to make organization grow by providing solutions

### ACADEMIC BACKGROUND

- PGDM(Finance & Business Analytics)- New Delhi Institute of Management
- Bachelor of Commerce-Ramanujan College(Delhi University)
- Senior Secondary (Commerce)- St. John's School
- Secondary- St. John's School

### ACCOMPLISHMENTS

- Scored 1<sup>st</sup> Division in PGDM
- Scored 2<sup>nd</sup> Division in Graduation
- Scored 1<sup>st</sup> Division in Senior Secondary exams

### COMPUTER PROFICIENCY

- Well versed with MS OFFICE, SQL, Python.
- Well conversant with various Tax and other related software

### LANGUAGES KNOWN

- English
- Hindi

### PERSONAL DETAILS

Email: dheerajtanwar09@gmail.com  
Mobile: +91-8700672280  
Location: Palwal, Haryana  
DOB: 10<sup>th</sup> February 1996

***Audit & Accounts Executive- SRMB & Associates|Sep 2017-May 2018***

- Maintenance of books of accounts.
- Reconciliation of daily, monthly & yearly transactions.
- Assistance in preparation of financial statements.
- Reconciliation of bank statements.
- Preparation & filing of GST returns.
- Preparation & filing of income tax returns.
- Audit & vouching of financials & internal control of clients.

***Winter Internship Project-Bridge group Solutions Ltd.| Dec 2018-Jan 2019***

- Learnt about different Health and Life Insurance plans.
- Direct interaction with customers and convincing them to buy the policy using different techniques like market survey, observation etc.

***Summer Internship Project-Wire Consultancy| May 2019-July 2019***

- Worked in Accounts Department
- Filing of TDS, Income Tax and GST Returns
- Maintenance of Books of Accounts

### ***Additional Relevant Skills***

- Good knowledge of Accounting Standards, Standards on Auditing, Income Tax, GST, Corporate Law etc.
- Good knowledge of MySQL, Python, Power BI & Tableau.
- Strong communication, interpersonal, analytical, team building and presentation skills.
- Good team management skills to create an organized and planned working environment

## ACADEMIC QUALIFICATIONS

- ***PGDM-Finance & Business Analytics*** from New Delhi Institute of Management with a score of 61.5% | **2018-2020**
- ***Bachelor of Commerce*** from Ramanujan College, University of Delhi with a score of 52.5% | **2014-2017**
- ***Senior Secondary*** in Commerce from St. John's School with a score of 78% | **2014**
- ***Secondary*** from St. John's School with CGPA of 5.8 | **2011**