

DHAWAL DOSHI

Address:

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DOB : 15/11/1985

Languages

ENGLISH, BENGALI, HINDI,
GUJARATI.

Hobbies

Cricket, Music, Travelling , Reading

Technical Skills

Ms Word, Excel, Powerpoint, SAP.

Strengths

Good Communication Skills
Sincere & Hard Working
Leadership Skills
Problem Solving Abilities

Work Experience

**Result oriented Professional
possessing more than 5 years of
total experience.**

QUALIFICATION:

ICMAI (CMA) (Final) (53%) cleared in
August 2014.

ICSI (Final) (52%) cleared in February
2010.

B.Com (H) Bhawanipore College, Kolkata
(CU) 2nd Div, (51%) in 2007.

12th Class, The Calcutta Anglo Gujarati
School, Kolkata (WBCHE) 1stDiv, (60%)
in 2004.

10th Class, The Calcutta Anglo Gujarati
School Kolkata (WBBSE) 2ndDiv, (55%) in
2002.

CAREER OBJECTIVE

To work in an organization that appreciates innovativeness and provides challenging and performance driven environment to create meaningful contribution to the organization through my skills and abilities.

PROFESSIONAL EXPERIENCE

AGARWAL MAHESWARI & CO. (MARH 21 – TILL DATE) (SENIOR MANAGER INTERNAL AUDIT IN GSKR HUL)

Preparation of MIS Production Report on daily basis. Preparation of Unloading Report on a daily basis. Updation of Challan on a daily basis. Updation of Scrap items on Register. Daily matching of Production vs Unloading Report. Updation of Scrap, spill and Fluff Tea and matching them on a Monthly basis.

MCNALLY BHARAT ENGINEERING COMPANY LIMITED (JULY 18 – MARCH 20) (ASSISTANT MANAGER INTERNAL AUDIT)

Checking of Bill of Materials and Verification of Bills
Checking of Shortage of Materials.
Preparation of Alternative Transport of Cost.
Reconciliation of Materials in Metric Tonnes, Checklist of Secretarial Audit Report.

KESHRI & ASSOCIATES (COST ACCOUNTANT) (MARCH 17– JUNE 18)

Checking of Coal Production departmental and outsourced, raw coal received and capacity utilization. Checking of Quantitative Reconciliation. (Verification of Opening Stock with Closing Stock with Form-H). Checking of Sanctioned Manpower with Actual Manpower, Statutory records. Checking of HEMM and UG Machines along with monthly performance and its log book. Salary & Wages Audit. Checking of Oil & Lubricants, Stores Receipts, Attendance & Leave Records Register.

NILACHAL REFRACTORIES LIMITED (COMPANY SECRETARY) (APR 14 – MARCH 15)

Conducting Board & Committee Meetings, Extra-ordinary General Meeting & Annual General required under Companies Act involving issuance of notices, drafting agenda, recording minutes and preparing Annual Reports along with Report on Corporate. Filing of form viz, DIR-12, MR-1, DIR-11.

Updation of various Registers and transfer of shares of the Company.

Quarterly and Annual Compliance under Listing Agreement under clause 35.

Prepared Quarterly Corporate Governance Compliance Report as per clause 49 of the Listing Agreement.

Filing of Disclosure under Regulations 1992. Regulation 13(6) of SEBI (Prohibition of Insider Trading).

Filing of Certificate from a Practising Company Secretary under Clause 47(c) of the Listing Agreement.

Filing of Reconciliation of Share Capital Audit Report under Regulation 55A of SEBI.

GLOBSYN INFOTECH LIMITED (MANAGEMENT TRAINEE) (JAN 11 – APRIL 12)

Conducting Board & Committee Meetings, Extra-ordinary General Meeting & Annual General required under Companies Act involving issuance of notices, drafting agenda, recording minutes and preparing Annual Reports. Preparation of various compliances as required under Companies Act 1956/2013, listing agreements. Assisted in the preparation of Balance Sheet, Profit & Loss Account. Preparing resolution for Companies Fixed Deposit, Loan etc.

Date :

Place: KOLKATA

Signature: Dhawal Doshi