

DHEERAJ N. LALWANI

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Specialist (SME) with over seven years of experience analyzing financial data in order to drive successful business solutions. Excellent understanding of business operations, and hands-on experience using business analytics tools for effective analysis of data.

EDUCATION

➤ Symbiosis Centre For Distance Learning

Post Graduate Diploma in Business Administration in Finance (PGDBA) (Dec 2017)

➤ Savitribai Phule Pune University

Bachelors in Commerce (Apr 2015)

➤ Institute of Chartered Accountant of India (ICAI Delhi)

Qualified CA-CPT (Dec 2012)

KEY SKILLS ASSESSMENT

Accounting Software:

- | | | | |
|---------|----------------|------------|-------------|
| ▪ SAP | ▪ FundSuiteArc | ▪ Eagle | ▪ Alteryx |
| ▪ Ariba | ▪ Oracle | ▪ CSTAR | ▪ Tableau |
| ▪ FAMIS | ▪ Tally ERP | ▪ MS Excel | ▪ Bloomberg |

Intense knowledge of market & asset class like:

- | | | |
|----------------|-------------------|------------------|
| ▪ Equities | ▪ Derivatives | ▪ Mutual Funds |
| ▪ Fixed Income | ▪ Currency market | ▪ Capital market |

PROFESSIONAL EXPERIENCE

Specialist (SME)

Jan 2021– Present

State Street HCL (India) Pvt Ltd., Pune

- Prepare Net Assets Values, yields, distributions, and other fund accounting output for subsequent review.
- Reconcile various accounts, or review reconciliations prepared by others, and promptly research and correct any variances.
- Write reports periodically to management on Fund activities and other related issues.
- Research certain securities in Fund portfolios for the purpose of ensuring proper accounting treatment (such as the nature of distributions, original issue discounts, and international valuations) and compliance with SEC, tax, and prospectus restrictions and limitations.

Process Specialist (SME)

Jul 2019 – Jan 2021

Infosys BPM Ltd., Pune

- Organized and prepared Mutual fund reports with the highest accuracy and in a timely manner through the use of reporting tools such as FundSuiteArc, Eagle CSTAR, Alteryx, & Tableau.
- Coordinated with both Shareholder and Regulatory reporting teams in preparation, reconciliation, and delivery of all assigned manual and automated reports and other assigned tasks.
- Prepared quarterly and money market monthly holdings reports disclosing all the holdings of the funds as well as net assets.
- Acted as a Lead for a small team of individuals wherein assigned tasks, ensured everyone's work was performed timely, accurately, and conducted their performance evaluation semi-annually.

Assistant Accountant

Oct 2016- Jun 2019

Infosys BPM Ltd., Pune

- Reviewed Accounting month-end closing process including all related ledger reconciliation.
- Supported the client with the implementation of new software Ariba for Invoice and Vendor Management system.
- Communicated daily with the other department Accounting Manager on the team's workload, backlogs, open issues, and review workflow and/or restructure workload as deemed necessary.
- Provided inputs and suggestions for the continuous improvement of the reporting process; assisted with the development and implementation of reporting efficiencies.

Junior Accountant

Aug 2015- Sept 2016

Infosys BPM Ltd., Pune

- Prepared various month-end and year-end companies' financial reports (U.S GAAP/IFRS).
- Ensured a professional and reliable accounting practice by demonstrating consistent accuracy and attention to detail in the multi-entity bookkeeping, documentation, and periodic bank reconciliation in SAP.
- Provided timely and competent customer service, and gained positive feedback about proficient communication skills, listening ability, and swift responses.

Accounts Officer

Jul 2013- May 2015

NSD & Co., Nashik

- Maintained Accounts and conducted Internal and External Audits of Private Companies, Partnership Firms, and Individuals.
- Acquired and implemented in-depth knowledge of proprietary and standardized tax software, accounting, and billing software applications for new and existing clients.
- Prepared the Income statement, Balance sheet, Ratio Analysis Reports & other MIS Reports on monthly basis.

EQUITY RESEARCH PROJECT

- Under the mentorship of Shashank Shringi, CFA® at Profit Shastra gained enhanced knowledge of various financial statements (Balance Sheet, Profit & Loss and Cash Flow Statement) including inter-linking and analyzing data.
- Reviewed Draft Red Herring Prospectus of D-Mart to understand and research the company's business, industry and competitive landscape.
- Performed fundamental analysis by analyzing annual reports of D-Mart to understand various financial ratios and their trends.
- Studied investing books like 5 Rules for 'Successful Stock Investing' by Pat Dorsey to understand valuation of business and 'Margin of Safety' by Seth A. Klarman to understand cornerstones of investing.
- Valued and forecasted stock price based on excel valuation model.

CERTIFICATIONS**❖ Harvard Business Publishing**

Time Management (Mar 2017)

Writing Skills (Sept. 2016)

Business Plan Development (Sept. 2016)

Budgeting (Jan 2016)

Financial Essentials (Sept. 2016)

❖ Macquarie University

Financial Literacy (Feb 2016)