

Dhaval M Agrawal

Bachelor of Commerce

(Accounting & Finance)

Flat No 407, Leena Apartment, 60 Feet Road, Bhayander West, Thane, India

EDUCATION

Bachelor of Commerce (Accounting & Finance)
Thakur College of Science and Commerce

04/2010 - 03/2012 *Percentage: 70.2%*

Common Proficiency Test (CPT)
The Institute of Chartered Accountants of India (ICAI)

12/2012 *Percentage: 61.5%*

CLASS 12TH
Dalmia College of Science and Commerce

04/2008 - 03/2009 *Percentage: 67.5%*

CLASS 10TH
The Don Bosco High School

04/2006 - 03/2007 *Percentage: 65.64%*

WORK EXPERIENCE

Finance Manager
HeadShot Media

03/2026 - Present

Achievements/Tasks

- Managing day-to-day accounting and financial operations of the company.
- Handling books of accounts including sales, purchases, expenses, receivables & payables.
- Managing petty cash transactions and maintaining cash records.
- preparing bank reconciliation statements and monitoring banking transactions.
- Coordinating HR-related activities including employee records and documentation.
- Preparing MIS reports and maintaining financial data for management review.
- Coordinating with auditors, consultants, and banks for financial requirements.

Account Manager
Kansara & Associate

01/2016 - 02/2026

Achievements/Tasks

- Managed complete planning and execution activities for audits as per internal controls.
- Maintained books of accounts and financial records.
- Handled GST filing and TDS compliance activities.
- Conducted ledger scrutiny and monthly bank reconciliations.
- Maintained and organized company taxation records.
- Managed forex-related banking transactions.
- Managed sales, purchases, expenses, receivables, and payables reporting.
- Assisted in preparation of stock statements and audit documentation.

ARTICLESHIP

Finance & Accounts
Mohan Tandon & Co. – Chartered Accountants

2012 - 2015

Tasks/Achievements

- Vouching of receipt/payment and sales/purchase transactions.
- Preparation of bank reconciliation statements and internal audit reports.
- Assisted in finalization of balance sheets and statutory documentation.
- Conducted TDS and income tax compliance activities.
- Scrutinized TDS ledgers and quarterly TDS returns.
- Conducted bank audits for Bank of Maharashtra branches across Nashik, Mohadi, Borivali (E), and Kandivali (E).
- Preparation of long-form audit reports and statutory audit reports.

PERSONAL PROJECTS

Financial Accounting & Management (2010 - 2011)

- Conducted study and analysis of financial accounting principles and management practices.
- Worked on preparing and interpreting financial records, statements, and accounting data.
- Analyzed accounting processes to understand financial planning and business operations.
- Applied concepts related to financial reporting, budgeting, and management decision-making.
- Prepared project documentation, analysis, findings, and final presentation as part of academic requirements.

Analysis of Customer Satisfaction in Department Store (2010 - 2011)

- Conducted research to understand customer preferences, expectations, and satisfaction levels.
- Designed and collected data through surveys and customer feedback methods.
- Organized and analyzed data to identify trends and factors influencing customer experience.
- Evaluated service quality and customer behavior to derive actionable insights.
- Prepared charts, findings, and recommendations based on the analysis.
- Documented the project report including objectives, methodology, analysis, conclusion, and recommendations .

SKILLS

Teamwork | Strong Communication | Quick Learner | Multi Tasking | Adaptability | Strategic Planning | Good Listening | Time Management | Critical Thinking | Detail-oriented

CERTIFICATES

Common Proficiency Test (CPT) Marks: (12/2012)
The Institute of Chartered Accountants of India (ICAI)

Orientation Programme Certificate – ICAI

Information Technology Training Course Certificate

AI Tools & ChatGPT Workshop (11/2024)

INTERESTS

Reading books | Listening to music | Outdoor activity | Meeting New People | Travelling | Learning New Skills | Playing Badminton

LANGUAGES PROFICIENCY

IELTS [Academic]
Overall Band:
- Listening:
- Reading:
- Writing:
- Speaking:

TECHNICAL SKILLS

MS Office | Tally Prime | Accounting Software & Stock Maintenance | Microsoft Office Applications | Genius Software (Income Tax Return Preparation) | ITT Course from ICAI

CORE COMPETENCIES

Finance & Accounts | Auditing | MIS Reporting | Budgeting | Taxation & Statutory Compliance | Balance Sheet Finalization | GST & TDS Compliance | Bank Reconciliation | Financial Reporting | Academic Research

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Marathi
Full Professional Proficiency

Gujarati
Full Professional Proficiency

German
Limited Working Proficiency