

DHIRAJ AHUJA

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Objective

To obtain a long-term career with an organization, which has a strong background, provides good opportunity for the enhancement of professional & personal status. To enhance my working capacities, professional skills and to serve my organization in best possible way with sheer determination and commitment.

Educational Qualification

- Completed **MBA (MASTERS IN MANAGEMENT STUDIES)** from Vivekanand Education Society Institute Of Management Studies And Research.(VESIMSR) (2013-2015)
- Completed graduation in **Bachelors in Management Studies (BMS)** from Vivekanand Education Society (VES) College of Arts Science and Commerce, India.(2008-2011)

LEVEL	INSTITUTE/SCHOOL	BOARD	YEAR
12 TH	Swami Vivekanand Jr. College Mumbai.	Mumbai University	2008
10 TH	Swami Vivekanand High School, Mumbai.	Mumbai University	2006

Professional Experience

Organization : Kishinchand Bassarmal Trading Co.L.L.C. (DUBAI, UAE.)
Period : Presently working
Position : Administration Assistant/ Customer Service Representative/Accountant

Responsibilities:

- ◆ Keeping record of day to day financial transactions and keeping financial information confidential.
- ◆ Ensure transactions are properly recorded and maintain financial files and records.

- ◆ Resolving product or service problems by clarifying the customer's complaint determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, following up to ensure resolution.

Organization : State Street Syntel Services Pvt Ltd
Period : 1 Year 11 Months
Designation : Financial Analyst (Associate Level)
Key Role : Reconciliation

Responsibilities:

- ◆ Providing performance measurement and analytics products and services to clients in Europe under the brand WM Performance Services as I was a part of Performance & Compliance Department.
- ◆ Providing performance reports to clients on a monthly, quarterly & annual basis using the fund returns. Customization allows inclusions of a wide range of benchmarks/indices, choice of measured periods, gross or net of fees and reporting currency.
- ◆ Processing & validation of performance data of Pension Funds within specified time of deadlines.
- ◆ Monitoring, execution & publishing of periodical progress reports and QC Sheets to clients emailing them and providing customized performance service delivery functions in Dutch and other Country language based qc sheets.
- ◆ Interacting with customers and colleagues on issues relating to the quality and timeliness of data and the content of the reports and following the SOP'S.

Organization : Itech Media Pvt Ltd
Period : 2 Months
Designation : Executive
Type : Internship

Responsibilities:

- ◆ Summer Internship for 2 months in the full time MMS (MBA) course.
- ◆ Organizing and maintaining files and records.
- ◆ Preparing and editing correspondence, reports and presentations.
- ◆ Prepare a project for the company and college and increase the awareness of the in-house magazine publications named Epr magazine.

Competencies

- Possess a kind and pleasing personality
- Analytical and problem solving skills
- Excellent team player with ability to work with diverse cultured people
- Time management skills

- Ability to work under pressure and meet deadlines

Computer Skills

- ✓ Proficiency in the use of Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- ✓ Operating System: Windows 95/98/XP/vista/windows 7/windows 8.

Key Projects

- ❖ PROJECT ON “Role of Stock Market in India” in TYBMS.
- ❖ PROJECT ON “Understanding Of Vertical Print Media Preferences By Electrical And Power Companies”
- ❖ Project ON “A Study on Consumer Buying Behavior Towards ITC Classmate Stationery Products In Mumbai Region.”

Interest

Music, Travelling, Swimming, Badminton.

Personal Information

- **Date of Birth:** 03 Aug 1990.
- **Gender:** Male.
- **Nationality:** Indian.
- **Visa Status:** LONG TERM TOURIST VISA (**EXPIRE ON 04-08-2015**)
- **Marital Status:** Single.
- **Languages Known:** Fluent in English, Hindi.
- **Residence Address:** Al-Fahidi Residence, Al-Fahidi Street, Bur Dubai, P.O. Box number 34846 UAE.

I hereby declare that information furnished above is true to the best of my knowledge.

Dhiraj Ahuja