

ARJUN NAMDEV DALVI

Dattapada road. Rajendra nagar. Near. Bank of Maharashtra , Bansi chawl. Borivali (east), ♦ 9004780502 ♦
arjundalvi1511@gmail.com

EXPERIENCE

- **Krishna conchem products pvt Ltd**
Executive
15.06.2021 - Working
1. **Maintaining Sales Records of Chemicals:**
- Keep accurate and up-to-date records of all sales transactions related to chemical products.
- Monitor sales trends, track inventory levels, and generate reports for management.
- Collaborate with the sales team to ensure accurate documentation of sales activities.

2. **Handling Accounting & Bank Related Work:**
- Oversee financial transactions, including invoicing, payments, and receipts.
- Maintain financial records and ledgers.
- Reconcile accounts and ensure accuracy in financial reporting.

3. **Dispatching Material:**
- Coordinate the dispatch of chemical products to customers.
- Ensure timely and accurate shipment of materials.
- Work with logistics and warehouse teams to manage inventory levels.
- Monitor shipping schedules and address any issues that may arise.

4. **Consulting Information to Clients about Applications & Use of Products:**
- Provide technical information to clients regarding the applications and proper use of the chemical products.
- Collaborate with the technical team to stay updated on product specifications and features.
- Address client inquiries and concerns related to product usage.

EDUCATION

- **Mumbai University**
M.com
81.75
2025
- **Mumbai University**
B.com
80
2020
- **Maharashtra State Board**
HSC
58.92
2017
- **Maharashtra State Board**
SSC
69.20
2015

TECHNICAL SKILLS

- MSCIT, Tally, basic excel, PowerPoint

INTERESTS

- Traveling, Swimming, Sports, Music, Gym

- 1) positive attitude with innovative approach
- 2) quick learner
- 3) Hardworking
- 4) prompt worker
- 5) capable to work under pressure & excel as team

PERSONAL PROFILE

- Date of Birth : 01/01/2000
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Marathi

DECLARATION

I solemnly declare that all the information furnished this documents is free of errors to the best of my knowledge

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