

# CURRICULUM VITAE



## DIXON DAVIS

Cell : +919526991479

### Address for Communication:

Manjally House,  
Kanjoor P O  
Kanjoor,ErnakulamDist  
Kerala, India  
Pin – 683575

Email ID: dixonmanjally@gmail.com

### Personal Data:

Name : Dixon Davis

Age & Date of Birth : 22,02/12/1994

Sex : Male

Father : Davis MP

Nationality : Indian

Marital Status : Single

Religion : Christian R C

Languages Known : English  
& Malayalam

Hobbies : Football & playing  
keyboard (piano)

Passport No : P8248148

Date of issue : 17-03-2017

Date of expiry : 16-03-2027

Place of issue : Cochin

### Career Objective

- To work in a challenging position in a fast paced environment that will allow for personal growth and career advancement, where my knowledge and expertise are shared and enriched.
- Work with a growth-oriented company that offers me challenging responsibilities and the potential for advancement.

### Strong Points

- Commitment to assignments.
- Excellent interpersonal skills.
- Profound analytical capabilities.
- Innovative and resilient.
- Team leadership quality.

### Notable Achievements

- Participated in Ernakulam Kerala Revenue District school kalolsavam, 2010-11 and awarded Grade A.
- Successfully attended a national level seminar on NEERA COCONUT DEVELOPMENT BOARD at Thrissur

### Areas of Interest

- Financial accounting.
- Banking

### Technical Skills

- Keyboard Skills and ability to work with system and application software.
- Expertise use in Windows/Linux operating systems
- Experience in Internet Browsing.
- Experience in DATA ENTRY OPERATION
- Experience in TALLY (ERP:9.0)
- Experience in SAP (B1 A1)

## Academic Qualifications

Year	University/Institution	Course
2013-2017	Mahatma Gandhi University, DePaul Institute of Science and Technology (DiST)	B.com
2011-2012	Board of Higher Secondary Examination Government of Kerala	Commerce
2010	General Education Department Government of Kerala	SSLC

## Add On Courses

- Diploma in Corporate Accounts and Management with SAP.
- E learning programme of Cartoon and Animation(Kerala State-RUTRONIX)

## Work experience

April 1,2016- April 5,2017 (1 year and 4 days)	<ul style="list-style-type: none"><li>• Worked as an Accountant at Accountants Service Society(Tana,Irinjalakuda(Trissur District, Kerala,India))</li></ul>
April 15,2017 onwards	<ul style="list-style-type: none"><li>• Working as an Accountant cum Auditor at Marymatha province-DePaul(Angamaly,Ernakulam District(Kerala))</li></ul>

## References

Available on request

## Declaration

I hereby declare that the above said details are true and correct to the best of my knowledge. If given an opportunity to serve your esteemed organization, I assure that I will work up to the expected standards as desired by you dedicatedly and achieve more than the expectations required.

Place: Kanjoor

Date:

Thanking You,  
Yours Sincerely,

Dixon Davis