

SATHEESH DINESAN



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✉ satheeshdinesan7408@gmail.com

PERMANENT ADDRESS

“Thottuchalil House”
Karimkunnam P.O
Karimkunnam,
Kerala – 685586.

PERSONAL PROFILE

Father: Dinesan
Date of Birth: 10-08-1993
Gender: Male
Nationality: Indian
Marital Status: Single
Dependants: Mother & Brother
Languages: English, Malayalam,
Hindi, Tamil.

PASSPORT INFORMATION

Passport Number: M 1673778
Place of Issue: COCHIN,
(KERALA), INDIA.
Date of Issue : 29-08-2014
Date of Expiry : 28-08-2024

COMPUTER PROFICIENCY

MS Office
Hot Soft (Software)
Tally ERP9
Internet surfing

BRIEF SUMMARY

“A professional with an over all experience of 2 years, as Sr. Assistant Accountant ”

CAREER OBJECTIVE

Seeking a challenging career in a reputed organization where my analytical and accounting skills in the field of **Hotel Industry** can be applied for achieving its business objectives as well as my career goal.

DEBUT EMPLOYMENT

- Nattika Beach Resort Pvt Ltd as an Jr.Assitant Accountant from 06th June-2016 to 20th Dec -2017.
- Presently working as an Accountant Executive in a The Elephant Court Ltd from January 2018 to till Date.

WORK PROFILE

Preparation of daily cash and bank report , Preparation of travel agents report , verification of credit card entries, Control all the store activities, suppliers, bill systemize entry, supplier bill verification, receiving item evaluation, purchase bill evaluation, inventory control, intend evaluation and forwarding.

DUTIES & RESPOSIBILITIES

- ⌚ Rectifying the errors in various Ledgers.
- ⌚ Preparation of GST Report .
- ⌚ Monthly and yearly closing format preparation.
- ⌚ Preparation of suppliers outstanding statement
- ⌚ Stock level management.
- ⌚ Checking of all purchase bill with requisition and quotation
- ⌚ Preparation of monthly payments related to payroll (i.e, advance, deductions etc ;) & prepares employee’s monthly payments accordingly.
- ⌚ Preparation of various accounting input documents such as: Cash Receipt voucher, Bank Payment Voucher, Cash Payment Voucher, Journal Voucher, Accounts Payable voucher.
- ⌚ Preparing monthly closing stock of all sections
- ⌚ Preparation of consumption report of all sections.
- ⌚ Verifying the suppliers ledger with their statements

REFERENCE CAN BE AVAILABLE ON REQUEST.

ACADEMIC BACKGROUND

- 📁 MBA From Sathyabama University ,Chennai.(Finance & Marketing)
- 📁 BBM From St.Joseph's College Moolamattom
- 📁 Plus Two From Board of Higher Secondary Examination, Kerala
- 📁 S.S.L.C From Board of Public Examination, Kerala

INDUSTRIAL EXPERIENCE

- ☑ 03 months internship program at Vijayaform Mall at Chennai.

PERSONAL TRAITS

- ⊕ Quick Learner
- ⊕ Hard Working
- ⊕ Punctual & Target Oriented

HOBBIES & ACTIVITIES

- ⊕ Driving
- ⊕ Playing Cricket
- ⊕ Listening to Music

DECLARATION

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

Date:

Place: Karimkunnam

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