**DIPUN CHANDRAN**

**Kumpalathussery House**

**P.O. Ayamkudy**

**Muttuchira, Kottayam (dt.)**

**Kerala Mob : +91 9847614969**

**India- 686 613 E-mail :** [**dipunchandran89@gmail.com**](mailto:dipunchandran89@gmail.com)

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# Objective:

To work in an organization which gives me opportunity to utilize my skills and learning towards achieving the goal of the organization and to a bright and successful career.

**Highlights of Qualification**

**Immense knowledge of standard accounting procedures**

**In depth knowledge of Tally ERP 9, Codex, and MS Office**

**Excellent communication skills both verbal and written**

**Ability to review and verify accuracy of data**

**Trustworthy individual with strong ethics and integrity**

**Career Summary:**

**Accountant with 3 years qualitative experience in: Branch Accounting – Accountant- cum - Cashier- Accountant, 2 year qualitative experience in Purchase Assistant and 16 months of experience as Clerk.**

**Presently working As an Purchase Assistant in M/s DDRC SRL DIAGNOSTICS PVT LTD ERNAKULAM.**

**PURCHASE ASSISTANT**

**(SEPT.2012 TO OCT 2013 - DEC 2016 to April 2019) M/s. DDRC SRL DIAGNOSTICS PVT LTD.**

**Job profile:-**

* **Detailed evaluation of the Purchase order or any related document.**
* **Responsible to source, negotiate and purchase materials from vendors.**
* **Evaluate vendor’s quotation to ensure that they are in line with the technical and commercial specifications required for the customer requirements.**
* **Advice internal and external on issues regarding purchasing terms & conditions.**
* **Daily operational purchasing need such as planning ,issuing and following up on purchase orders delivery and shipment schedules,**
* **All purchase handling works. Preparing monthly report**

**ACCOUNTANT**

**(NOVE 2013 to NOV 2016) M/s. ELECTRICAL TRADE LINKS (V-GUARD)**

**Job Profile:-**

* **Maintaining of accounts in computerized environment (In Tally.ERP 9)**
* **Looking after Cash Sale receipts, Petty Cash Payments & Creditors Payments.**
* **Bank related works**
* **Booking of Journal Vouchers, Bank Payment Vouchers, Cash Payment Vouchers, Contra Vouchers & Cheque Receipt Vouchers.**
* **Looking after Purchase & Invoice costing.**
* **Preparing Sales Invoices and Submitting in time.**
* **Salary & Wages Preparation & Disbursements.**
* **Debtors & Creditors Age wise analysis**
* **Dealt with VAT, TDS, SALES TAX,**
* **Co-ordination with Internal Auditors.**
* **Monthly all work reporting to accounts manager.**

**CLERK**

**(JUNE 2011 to SEPT 2012) YOGAKSHEMAM LOANS PVT LTD THRISSUR**

**Job profile:-**

* **Responsible for Handling Customers**
* **Apprising & Checking of Gold.**
* **Bank related works**
* **Collecting & Giving cash in counters**
* **Preparation of Daily position report**
* **Preparing MIS on Monthly Basis to Head Office**

**ACADEMIA**

##### Graduation (Commerce), Mahatma Gandhi University [2007 - 2010]

* + **Intermediate State Board, SMVNSSHSS Kallara Kottayam [2005 - 2007]**
  + **Matriculation, State Board,H.S. Ayamkudy, Kottayam, [2004 - 2005]**

**COMPUTER SKILLS:**

* **MS OFFICE & MS EXCEL**
* **TallyERP- 9**

**INTEGRATION WITH OTHER MODULES:**

**Integration Aspects with maintaining the respective Automatic Account determination settings & checking the Accounting Entries being generated in Course of transactions from the respective Modules.**

**PERSONALSNIPPETS**

**Date of Birth : 14th December1989**

**Nationality : Indian**

**Marital Status : Single**

**Father’s Name : Chandran.K.P**

**Languages Known : English and Malayalam**

**Permanent Address : Kumpalathussery House, Ayamkudy (PO), Muttuchira, Kottayam**

**Kerala, India- 686 613**

**References : Available on Request**

**PASSPORT DETAILS**

Passport Number **: K 1073250**

Place of issue **: Cochin**

Date of issue **: 22-05-2012**

Date of expiry **: 21-05-2022**

**Place: Ayamkudy**

**Date: 05.04.2019 DIPUN CHANDRAN**