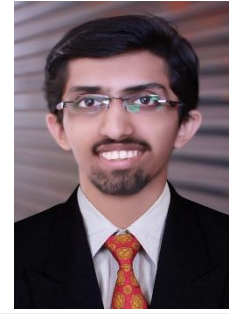


CURRICULUM VITAE



DIAS K ROPSON

Kodungallur, Kerala

Mobile: +91 9539940789

Email: diasropson@gmail.com

Objective:

To obtain challenging position that will utilize my education, expand my knowledge, and offer opportunities to apply my skills as well as to contribute in achieving organizational objectives of the company while helping create an advancement opportunities for myself.

Personal Profile:

- **CA Intermediate qualified.**
- **B.com Accounts and Finance.**
- **1st Rank in Higher Secondary Examination.**
- Excellent in accounting and auditing related works.
- Excellent decision-making and managing power.
- Excellent grasping power & communication skills.
- Interested to contribute in achieving organizational goals.
- Enthusiastic and hard working.
- Capable of handling any situations.
- A good team player who could motivate others in the team.

Work Experience:

1. **Audit Assistant:**

**At CA. P A Mohamed Ashraf FCA, DISA(ICA) for 3 years
(2015-2018).**

Job Profile:-

- Preparing Accounts and conducting audits.
- Incorporation of Companies and LLPs.
- Preparation of Partnership deeds and registration of firms.
- Preparing Project reports and projections.
- Computing and Filing Income Tax Returns.
- ROC Compliance

Assisted him in conducting Statutory Bank audits of Bank of India for 3 years and Concurrent audit of The Federal Bank for 3 continuous years as leader of concurrent audit team. Also, assisted him in NBFC audits, audit of chit funds, audit of manufacturing companies and various other audits including tax audits.

2. Accounts Manager

At Palace Mart Hypermarket, Kodungallur
(2019-2022).

Job Profile:-

- Preparing daily and monthly sales report, budgetary statements.
- Responsible in the preparation of official receipts and bank deposits and withdrawal transactions.
- Inventory transactions & inventory control.
- Preparing and filing GST returns.
- Bank Reconciliation
- Ensure meeting Compliance requirements.

Academic Chronic:

- **Qualified CA Intermediate from Institute of Chartered Accountants of India.**
- **Completed B.com in Accounts and Finance from Indira Gandhi National Open University (IGNOU)**
- **Qualified higher secondary education as Kerala State first rank with 100% marks (1200/1200) from SNMHSS Moothakunnam, Ernakulam.**

(Business studies, Accountancy, Economics, Statistics)

Date Completed: March, 2012

Computer Skill:

Well proficient in Office automation and having an experience of 10 years in MS Office.

Well versed in Tally ERP 9, Winman CA ERP and various other Offline GST Utilities.

Personal Detail:

Name : Dias K Ropson

Address in India : Kuriyappilly House,
House no 41, Anugraha Nagar,
Sreenagar Road, T K S Puram,
P O Kodungallur, Thrissur,
Kerala, India – 680664

Sex : Male
Age & Date of Birth : 28 & 26-04-1994
Religion : Christian, Latin Catholic
Nationality : Indian
Marital Status : Single

		Speak	Read	Write
Languages Known	: English:	Yes	Yes	Yes
	Hindi :	Yes	Yes	Yes
	Malayalam:	Yes	Yes	Yes

Passport Details

Passport No : M0832541
Date of Issue : 13-08-2014
Date of Expire : 12-08-2024
Place of Issue : Cochin

Holding a valid Indian driving license since 2012.

I do hereby humbly submit that the details furnished above are true and correct. I look forward to hear from you and expect that there will be a fruitful relationship beneficial to the company and me.

Dias K Ropson

***Kodungallur,
India***
