**CURRICULUM VITAE**



**DINESH**

[**DINESH.295084@2freemail.com**](mailto:DINESH.295084@2freemail.com)

**EDUCATIONIONAL QUALIFICATION**



2009– 2011 Karnataka University Dharwad,

Bachelor of Commerce - Distinction (Accounts, Income tax)

Master of Commerce (Persuing)– (Finance,Marketing,Export-Implort)

**OBJECTIVE:**



Would like to join as an associate in your organization where challenges and adventures are a part of the work which enables the organization growth and my progression. support adapted to new environment, comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, team facilitator and willingness to learn.

**WORK EXPERIENCE:**



**HYDROFIT GROUP. (U.A.E)- Hydrofit Trading LLC, Hydrofit Engineering) Assit.Admin & Finance assistant (2014-2016)**

***Hydrofit Trading LLC (SHARJAH.DHAID BRANCH)***

Making of cash payments, Bank payments vouchers, Cash receipt voucher. Handling Petty cash

Enter posting of purchase,sales,payments,receipt collection & journal vouchers. Preparations of vouchers & work on all supporting documents

Maintain & review invoices & other supporting documents Explain billing invoices to vendors & clients.

Maintaining all office files & updating with in time frame. Maintaining of records(Attendance, Vacation & sick time) Reconciliation of Bank statement at the end of month.

Reconciliation with vendors and clients.

***Hydrofit Engineering ( Dealing in Hydraulic sections )-SHARJAH***

I maintain a key relationship with stake holder,understand their requirement And address to technical team.

Preparation Job estimation report after coordinating with technical team Preparation of Quotation for clients.

Making necessary arrangement to meet client requirement. Plan work schedule as per requirement

Coordinate with technical team their availability to visit site and do supply and installation work.

Handle all document like receipt vouchers, payment vouchers & all documents related to a particular jobs

Preparation of sales reports & discuss with sales team at month end meeting. Arrange an appropriate training programs for sales team

Handling of Aged receivable,Payabales etc..

***LIFE INSURANCE CORPORATION OF INDIA ( INDIA)-(2011-2014)***

Reconciliation Of Cheque List.

Preparing Work Status Of Employees Monthly.

Undertaking Cheque Dishonour Action (CDA), Cash Book Printing , Maintaining Stock. Inter Bank Fund Transfer, Maintaining Cash Balance in Necessary A/C For Policy Payment, Management Expense, Commission Bill.

Dealing With Customer, Agents, Medical Bill Payments. Attaining Business Development Meeting.

**TECHNICAL SKILLS:**



**Windows & Office tools :**

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| Microsoft Office | Intermediate |
| Tally 5.2-9.0,Peachtree,Foxpro | Intermediate |
| (Accounting Software) |  |
| Internet Surfing | Excellent |

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| \* | Passport details | - | L3199649 ( Expiry 30-06-023 ) |