

**DITTU**

**C/o-Phone: +971504973598;**

**Email:** **dittu.343008@2freemail.com**

**CAREER OBJECTIVES**

 As a highly motivated and energetic Business Graduate with 2 years of experience in Accounting; my career objective is to attain a challenging position that offers me an opportunity to utilize my knowledge and skills to grow with the organization in the process of learning emerging changes.

**INTERPERSONAL SKILLS**

* Ability to work in a team, and leadership qualities.
* Can manage people effectively.
* I have sufficient communication skills to present my points precisely and accurately.
* I take responsibility of my works.
* Remarkable patience with reliability and responsibility.
* I have strong problem solving skill.
* Easily adaptable to different situations.
* I have strong work ethic.

**PERSONAL PROFILE**

* Date of Birth : 30-12-1990
* Gender : Male
* Marital Status : Single
* Nationality : Indian

**LANGUAGES KNOWN**

* To read : English, Malayalam and Hindi
* To write : English, Malayalam and Hindi
* To speak : English and Malayalam

**COMPUTER PROFICIENCY**

**Operating System**: Windows XP, 7, 8, 10.

**Software:** Microsoft Office& Tally

**EDUCATION SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **University** | **Year of Passing** |
| MBA (Marketing & Finance) | DEVA MATHA COLLEGE, KURAVILANGAD | M. G. UNIVERSITY, KOTTAYAM | 2014 |
| B.Sc. MATHEMATICS | ST. GEORGE’S COLLEGE, ARUVITHURA | M. G. UNIVERSITY, KOTTAYAM | 2012 |
| HSE (+2) | ST. GEORGE HIGHER. SECONDARY SCHOOL, ARUVITHURA | BOARD OF HIGHER SECONDARY EXAMINATION, KERALA | 2009 |
| AISSE (10th) | ALPHONSA ENGLISH MEDIUM SCHOOL ARUVITHURA | CENTRAL BOARD OF SECONDARY EDUCATION (CBSE) | 2007 |

**OTHER QUALIFICATION**

 Professional Diploma in Computerised Financial Accounting (**PDCFA**), from Kerala State Rutronix, under Government of Kerala.

**PROFFESIONAL EXPERIENCE**

* Organizational Study:

 **DHANWANTHARI VAIDYASALA, THODUPUZHA**.

* Research Project:

 **A STUDY ON CONSUMER BUYING BEHAVIOUR PATTERN OF KONDODY AUTOCRAFT INDIA Pvt. Ltd. AMAYANOOR, KOTTAYAM.**

**WORK EXPERIENCE**

* 9 months of work experience as **Accounts Trainee in Kondody Autocraft India Pvt. Ltd. Amayannoor, Kottayam Kerala**from 6th October 2014 to 30th June 2015.
* 1 year of work experience as **Assistant Accountant in Surya Petroleums Pvt. Ltd., Pinnakkanadu, Kanjirapally, Kottayam Kerala**from 15th July 2015 to 31st July 2016.

**DUTIES AND RESPONSIBILITIES**

* Provide administrative support to accountants.
* Undertakes clerical tasks such as typing, filing and basic bookkeeping.
* Working with spreadsheets, sales and receipts ledgers and journals.
* Raising invoices and posting.
* To complete and maintain sales invoices and reports.
* Managing petty cash transactions.
* Bank reconciliation, posting and balancing.
* Daily bank receipts and voucher postings.
* Creating reports on debtors and creditors.

**DECLARATION**

 I hereby declare that the above furnished details are true to the best of my knowledge.