**Curriculum Vitae**

Dhanesh

Dhanesh.354830@2freemail.com

**Career Objective:**

To work in an organization where my knowledge, potential and experience can be utilized to the greatest extent possible, contributing towards achievement of common organizational goal. At the same time I get a chance to enrich my skills, efforts and attitude in tune with fast changing business environment. My sense of belongingness will reflect in higher self-esteem, which in turn will result in the emergence of an inspirational leader with lots of initiatives, innovations and rapid progress in organizational hierarchy.

**Work Experiences: Professional Experience of more than 5 years**

**1. Worked with NARE Water Treatment (India) Pvt. Ltd. as an Accounts Officer from January 6, 2014 to January 31, 2017.**

**Key Responsibilities:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Preparing balance sheet, profit & loss account and other reports.
* Summarizes current financial status by collecting information.
* Substantiates financial transactions by auditing documents.
* Ensure company accounts and tax returns are prepared and filed correctly and on time.
* Analyze business operations, trends, costs, revenue, financial commitments, and obligations to protect future revenues and expenses or to provide advance.
* Report to management regarding the finance of establishment.
* Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Prepare forms and manuals of accounting and book keeping personnel, and direct their work activities.
* Help and train book keepers and accounts assistants.

**2. Worked with Sutherland Global Solutions Pvt. Ltd. as a Consultant from March 18, 2013 to December 31, 2013.**

**Key Responsibilities:**

* Accepting the detailed insurance application from US clients and preparing a document of insurance for the clients.
* Auditing the work done by the consultants.
* Answering to client queries through e-mail and calls.
* Maintain relationship with clients by providing support, information and guidance.
* Responds to complaints from clients and give after service support when requested.
* Cooperate with team by managing schedules, filing important documents and communicating relevant information.
* Handle the work with accuracy and timeliness.
* Team up with co-workers to achieve the process target.
* Build productive trust relation with clients.

**3. Worked with Affiliated Computer Services (ACS) of India Pvt. Ltd. as an Assistant (Finance & Accounts) from September 5, 2011 to February 28,2013**

**Key Responsibilities:**

* Asset creation, asset activation, asset scrapping.
* Calculating depreciation.
* Quality checking of FA activities.
* Emails communication.
* Reports submitted to top management as required time to time.
* Coordinate with team leader and clients to provide quality service.
* Maintain accurate and complete client account information.
* Provide responses to customer inquiries in a professional manner.
* Resolve customer issues/concerns in a timely manner.
* Ensure client satisfaction by providing high quality customer service.
* Support and manage existing client accounts.
* Provide daily support of business operations to clients.
* Identify business initiatives and improvements.

**Academic Profile**

**Master of Business Administration 2009 - 2011**

[Calicut University, Kerala]

**Bachelor of Business Administration2006 - 2009**

[Calicut University, Kerala]

**Strengths**

* Decision Making
* Hardworking
* Analytics
* Establishing a Quick Rapport with Clients
* Good Communication Skills
* Leadership
* Approachable
* Positive Attitude
* Easily adaptable to new situation

**Computer Skills**

* Proficiency in MS Office package
* Tally ERP 9

**Personnel Details:**

Date of Birth - 14th November, 1988

Marital Status - Single

Nationality - Indian

Languages Known - English, Hindi & Malayalam

**References**

Available on request.

**Currently on Dubai Visit Visa**

**Declaration:**

I hereby declare that the above-mentioned particulars are true to best of my knowledge andfor which I shall be responsible.