

Dinesh Manohar Ghadge



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Email Id. : dineshdxb07@gmail.com



To



The HR Manager,



Dear Sir/Madam,



**Subject : Application for the post of Accountant**



I, Dinesh Manohar Ghadge wish to apply for a job in the Account or Finance department in your reputed company. I have cleared my Master of Commerce examination in April’2010.



As I am interested in exploring career opportunities in Account and finance fields with your company. My need for achievement urges me to join a growth-oriented company like yours so that my personal goals are congruent with your organizational goals and it will motivate me to achieve them. I therefore hope you will look favourable upon my resume enclosed / attached herewith and invite me for an interview.



Finally, I would like to thank you for taking your time to review my application and expectantly look forward to hearing from you.



Yours sincerely,



Dinesh Manohar Ghadge.





**CURRICULAM VAITE**



**Dinesh**



|  |  |
| --- | --- |
|  |  |
| Email Id. | : dinesh.382003@2freemail.com  |
|  |  |  |
| Visa Status | : Available on Visit Visa. |



**CAREER OBJECTIVE**



* Seeking an opportunity to exercise my responsibility in challenging environment that provides opportunities to fully utilize my skills thus improving my knowledge and education in a congenial atmosphere.
* To enhance knowledge in field of Accounting and Finance.



Give best of my efforts & work hard for the task undertaken and keen to learn new concepts.



**WORK EXPERIENCE(7yrs)**



* Worked as a **Accountant** with **INFOSYS LIMITED** – Pune, Maharashtra. From November 2015 to October 2017.



**JOB PROFILE:**



1. Handling Accounts Payables & Receivables. o Preparation of Monthly Aging of AR & AP.

o Maintains accounting ledgers by posting account transactions. o Verifies accounts by reconciling statements and transactions.



1. Correspondences with Clients.



1. Book keeping of bank & cash transactions, revenue, expense, payroll, invoices & other accounting documents.



1. Preparing month end reports for financial statement at every month. o Interact with Internal and External Auditors in Completing Audits. o Accomplishes the result by performing the duty.

o Contributes to team effort by accomplishing related results as needed.



* Worked as a **Accountant** with **ALUMETAL LLC - DUBAI U.A.E.** From September 2014 to July 2015.



**JOB PROFILE:**



1. Managing day to day reconciliation of bank statements.



1. Maintaining records of purchases & payments to party as per dues.



1. Pay invoices by verifying transaction information; scheduling and preparing disbursements and obtaining authorization of payment.



1. Maintains accounting ledgers by posting account transactions.



1. Collects revenue by reminding delinquent accounts; notifying customers of their payments.



* 1. Prepares financial reports by collecting, analysing, and summarizing account information and trends.
* Worked as a **Accountant** with **BELHASA SIX CONSTRUCT L.L.C (BESIX)** **DUBAI, U.A.E.** from December 2011 To August 2014.

**JOB PROFILE:**

* 1. Handling client contract & subcontract of the suppliers and service providers reports.



1. Preparation of their monthly invoices as approved by site Management.



1. Pay monthly invoices on due dates by verifying transactions and preparing disbursements after obtaining authorization for payment



1. Taking follow up with subcontractor regarding collection and renewal of bank



guarantees according to agreement terms with Sub Contractors.



1. Preparation of Weekly & Monthly reports of Client & Sub Contractor about their payment status.



1. Interact with Internal and External Auditors in Completing Audits.



 **ACADEMIC PROFILE**



|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Month/year** | **University/ Board** | **% Of** |
|  | **of Passing** |  | **Marks** |
|  |  |  |  |
| M.Com | April-2010 | The Veer Narmad South Gujarat University – Surat. | 50.00% |
|  |  |  |  |
| B.Com | April-2004 | The M.S University of Baroda. | 50.00% |
|  |  |  |  |
| H.S.C. | March-2001 | Gujarat State Higher Secondary Board – Gandhinagar | 68.33% |
|  |  |  |  |
| S.S.C | March-1999 | Gujarat State Secondary Board – Gandhinagar | 66.00% |
|  |  |  |  |



**COMPUTER PROFICIENCY**



* Hands on Operating Systems: Windows 2003, Windows XP, Windows Vista & Windows 7
* ERP Accounting Module of Tally ERP 9
* FAS NOVELL Accounting Software.
* IMAP Accounting Software.



**SKILLS AND STRENGTHS**



* Capable of working under time pressure.
* Flexible, independent and competitive.
* Cooperative and give importance in terms of teamwork.
* Can handle multitasking works**.**
* Desire to learn and grow



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| --- | --- | --- | --- |
|  |  |  | **PERSONAL DETAILS** |
|  | ✓ Name | : | DINESH  |
|  | ✓ Date of Birth | : | 23/07/1984 |
|  | ✓ Gender | : | Male |
|  | ✓ Nationality | : | Indian |
|  | ✓ Marital Status | : | Unmarried |
|  | ✓ Languages Known | : | Languages known: English, Hindi, Gujarati & Marathi. |
|  | ✓ Interest & Hobbies | : | Playing Cricket, Listening Music, Reading & Travelling. |



 **REFERENCE**



* Reference will gladly furnish upon request.

