**DITHIN**

**Email:** [**dithin-394365@2freemail.com**](mailto:dithin-394365@2freemail.com)

**CAREER OBJECTIVES**

Being a committed team player, want to be a part of renowned organisation, to contribute towards the growth of the organisation, based my personal capabilities by learning from the new exposure within the structured frame work of the organisation.

**CERTIFICATE**

**DBAT** (Diploma in Business Accounting and Tax studies)

Horizon institute of accounting and tax studies, Calicut- study centre of STED

Council, autonomous body registered NGO under govt. of NCT, of GOVT. of

India.

* Accounting
* Taxation (GST and Income Tax)
* Payroll

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board of exam** | **School/college studied** | **Year of passing** |
| B com with finance | Calicut university, Kerala | National College Calicut | 2018 |
| X11 | Board of Higher Secondary Education | Sivapuram Higher Secondary , Calicut | 2012 |
| X | Kerala secondary Education Board | S.V.M English Medium High School | 2010 |

**AREA OF EXPERTISE**

* Handling books of accounts independently up to Finalization with Zero errors.
* Maintaining all ledger accounts with its supporting transaction documents.
* Passing of Receipts and Payments entries like Expense and Income, Purchase, Sales and so on.
* Handling settlement and collection of due Accounts Receivable on regular basis Include follow ups.
* Preparing Bank Reconciliation, Branch Reconciliation Statements and Final Accounts such as Profit and Loss account and Balance sheet.
* Uphold awareness of applicable laws and orders to keep up to date compliance.

**COMPUTER SKILLS**

* Accounting package (Tally ERP 9)
* Quick book.
* Ms excel.
* Internet e-mail
* Online Accounting

**PROJECT DONE**

* Financial statement and inventory control of a company.
* A study on employee satisfaction on Gadhi Handloom Kakkodi, Calicut.

**PERSONAL SKILLS**

* Qualified expertise accountant
* Excellent communication and presentation skills
* Quick learner
* Ability to work under pressure
* Computer proficient
* Positive attitude
* Responsible
* Learn from feedback

**PERSONAL DETAILS**

Name : DITHIN

DOB : 12-01-1995

Sex : Male

Marital status : Single

Language known : Malayalam, English,Hindhi,Tamil

**REFERENCE**

Reference is available on requests.