CURRICULAM VITAE



Dilip

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OBJECTIVE :

To work in a professional environment that enhances, widens the skills,

Knowledge and enables to cope up with challenges in emerging technology.

Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.S.C | Century School | Mumbai | 63.38% | 2007 |
| H.S.C | R.K.T College | Mumbai | 64.23% | 2009 |
| T.Y.B.Com | R.K.T College | Mumbai University | 72.33% | 2012 |

Other educational qualification

Diploma in Financial Accounting

Experience:

Dubai

(Jan 2018 to present)

As a Accounts Assistants

1. Preparing Receipt & Payments Entries.
2. Preparing Outstanding Statement.
3. Preparing Commission Statement.
4. Preparing Bank Reconciliation.
5. Preparing daily expenses entries.
6. Handling petty cash.
7. **Calculating Vat& Return Filing.**

(June 2012-July 2013)

SAMIR GANDHI & CO.

Chartered Accountant

Prepare Trial Balance, Profit & Loss account, Balance Sheet

Tax Audit

Advance Tax, TDS - Salary & Other than Salary, Vat, Service, Tax, Debtors &Creditor Scrutiny More than six month & Less than six month.

Aaronica Global Exim Pvt.Ltd. (Jan 2015 to Dec.2017)

As a Accounts assistants

Responsibilities:

• Sales & Purchase entries

• Bank Reconciliation

• Petty Cash Handling

• Preparing Invoice & Challan

• Accounts Payable & Receivable

• Preparing Report of Vat & CST Return

• Filling Online Return of Income Tax, Vat, Service Tax

• Gst Registration & Online Return.

Key Competencies & Skills:

Computer Skills: Excel, MS Office, Tally Erp9

Personal Information

Gender : Male

Nationality : Indian

Date of birth : 13th APRIL, 1991

Marital Status : Single

Languages Known : English, Hindi, Marathi

About Me :

I am basically from Mumbai. I am self motivated person who loves challenges. I am team member with excellent communication and analytical skill. I don’t let my work pile up, I am a good strong attitude towards work

I have co-operative nature, and have ability to work with team as well as individual.

Declaration

I hereby declare that above mentioned particulars are true the best of my knowledge.

Date: (DILIP)