

**CURRICULUM VITAE**

**DINESHA KUMAR**

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**Career Objective:**

The Objective is to be an integral part of an organization, whereby contributing towards the betterment of the organization based on my experience and skills and to sharpen the acquired skills and accomplishments of its goals through constant innovation and learnings.

**CORE COMPETENCIES:**

Expertise in Accounts Integrity, efficient and adoptability

Teamwork

New initiatives

Expertise in SAP and other accounts related packages

Interdepartmental co-operation

Cash flow

Preparation of P&L and Balance sheet.

**CAREER HIGHLIGHTS:**

**SENIOR ACCOUNTANT (FROM AUGUST 2012 TO TILL DATE) FOR ROYAL WORLD FACILITATORS PVT. LTD (SISTER CONCERN OF ROYAL ARABIAN DESTINATION MANAGEMENT COMPANY – DUBAI TOURISM COMPANY)**

 Nature of Work:

* Verification Sales Bills in System as per Quotation.
* Preparation Debtors ageing report and Follow up for the payments.
* Preparation Creditors ageing report and processing the payments.
* Reconciliation of ledger and passing the necessary rectification entries.
* Preparation of Bank Reconciliation statements
* Preparation of Profit and loss account monthly.
* Preparation of UAE VAT filling report for Royal Arabian Destination Management Company.

 **EMPLOYMENT SYNOPSIS – PAST:**

**ACCOUNTS OFFICER (FROM FEBRUARY 2011 to JULY 2012) FOR** **SEQUENT SCIENTIFIC LTD (Manufacturing & Export-Import company)**, **BANGALORE, INDIA**

 Nature of Work:

* Verification and Entering Purchase, Sales and Freight Bills in ERP.
* Preparation of Bank Reconciliation statements daily.
* Verification of Reimbursements statements as per policy.
* Preparation and Filing of VAT and TDS Returns.
* Preparation of Debtors Statements and Follow up.
* Taking care of Bank & petty cash activities.
* Taking care of accounts payables.
* Preparation of Closing Stock Statements on monthly basis.
* Assisting to the Manager in Excise Duty and Service Tax Filing.
* Assisting to the Manager to Prepare Trial Balance and Balance Sheet

**SENIOR ACCOUNTS EXECUTIVE (FROM NOVEMBER 2008 TO JANUARY 2011) FOR M/s. ANUTONE ACOUSTICS LTD., BANGALORE, INDIA**

Nature of Work:

* Purchase and Sales Entries in SAP.
* Preparation of Bank Reconciliation statements daily.
* Preparation cheques of Creditors and Banking activities.
* Handling Petty cash accounts
* Preparation of Branch wise Reconciliation statements daily and monthly.
* Preparation and Filing of VAT and TDS Returns.
* Assisting to the Manager in prepare final accounts.

**EXECUTIVE ACCOUNTANT (FROM APRIL 2006 TO OCTOBER 2008) FOR M/s. STERLING LAB, BANGALORE, INDIA**

Nature of work:

* Purchase and Sales Entries in Tally.
* Preparation of Bank Reconciliation statements daily.
* Preparation cheques and Banking activities.
* Verification of Cash & Bank Books.
* Verification of Ledger accounts, Maintenance Books of Accounts.

**BILLING EXECUTIVE (FROM JANUARY 2003 TO MARCH 2006) FOR M/s. NARAYANA HRUDAYALAYA, BANGALORE, INDIA**

Nature of work:

* Registration of new patient and sending to doctors’ consultation.
* Billing as per doctor’s advice

**Academic Qualification:**

**MBA** in Finance August 2010 from Indian School of Business Management

**B. Com** in Financial Accountancy, Costing, Income Tax April 2001 from Mangalore university

***Computer skills:***

Operating Systems: MS Windows,

Packages know  : Tally 5.4**,** 7.2, 9, MS-Word, MS-Excel, ERP, SAP,Quick Books

**Personal Details :**

Name : **Dinesh Kumar**

Father’s name : Vasudev. B

DOB : 02/03/1981

Permanent Address: S/o. Vasudev B, Balehithlu House, Mayyarabail, Bantwal Post-574211,

 Mangalore, Dakshin Kannada

Language Known : English, Kannada, Hindi, Tulu

**Declaration:**

I hereby declare that the above information is true to the best of my knowledge.

Date: 05/04/2021

Place: Mangalore **DINESHA KUMAR**