

RESUME

● Dinesh KP

Email id: dineshkpkantota@gmail.com | Ph.: +91 9483884735. Cell No: 6362878923

To be an employee where I can contribute my skills and experience to the further development of the organization and achieve growth in my professional career.

1. Profile Summary:

Looking forward for an opportunity to utilize my skills and abilities in the current organization that offers sensitivity and professional growth while being resourceful, innovative and flexible.

- A flexible professional with 4 years of experience.
- Financial Accounting, Account Receivable, Accounts Payables and Reconciliations
- Possess sound analytical, interpersonal and communication skills

2. Work Experience

2.1 Company: AXS online PVT lmtd, Bangalore.

Position: Finance Associate

Duration: February 2020 to 01 March 2021.

- Preparing monthly US Accounts and Balance Sheet Reconciliations for Vendor and Customer GL accounts and submitting to the clients
- Performing General Ledger, Bank Reconciliation in quick book and Xero.
- Posting Invoices and invoice processing in the workflow.
- Also Performed Accounts Payables and Accounts Receivables activities.
- Prepared Credit Card Reconciliation in quick book.
- Successfully implemented all activities within 60 days without any errors and escalations, which appreciated from client's side.
- Executing System Processing activities in Quick book and Xero to reduce time consumption for Major activities.
- Preparation for Month End activities.
- Monitoring all client requests are completed within TAT.

2.2 Company: GATP Solutions

Position: Accounts Executive

Duration: June 2021 to March 2022

- Performing General Ledger, Bank Reconciliation in QUickbook
- Posting Invoices
- Prepared Credit Card Reconciliation In quickbook
- Preparing monthly financial report using dashboard

2.3 Company: Entelyglobal Solution

Position: Financial Analyst Level - 2

☐ **Duration:** March 2022 to Present

RESUME

- Preparing Monthend schedules.
- Creating bills in bill.com
- Posting prepaid, accruals and deferred Journal entries.
- Running biweekly payroll using ADP
- Give training to new employees and assigning works
- Submitting financials to client.

3. Software known

- Quick book online
- ADP
- Bill.com
- Wave
- Well versed with internet applications and MS-Office. (MS Word, Power Point, and Excel)
- Xero
- Tally

. Academic Information

Qualifications	Year of Passing	% Secured
B.COM (Commerce) LB & SBS College, Sagar	2018	69.07
Govt PU College Sagar	2015	54.83
Govt High School Kargal	2013	53.76

6. Personal Information

Date of Birth: 10/4/1997

Languages known: English, Hindi, Kannada

Strengths: Smart Worker, Honest, Quick Learning & grasping power

7. Soft Skills

Leadership Quality, Quick Learner, Hard Worker

- Well versed with Excel, Word, and other MS-Office tools.
- Understand and simplify the process.

Declaration: I hereby declare that all information furnished above is true to the best of my knowledge.

Dinesh KP

RESUME