



DHARMESH V

EDUCATION

Bachelor of Commerce in Corporate Secretaryship

D.G. Vaishnav College, Chennai

2017 – 2020

CGPA: 5.4

High School

Shree G. K Jain Higher Sec School, Chennai

HSC - Appeared on 2017 and secured 71.54%

SSLC - Appeared on 2015 and secured 74.24%

OBJECTIVE

To work with best of my ability in order to improve my skills and help in achieving organisational goals.

SKILLS

Technical - Windows & MS office (2014), Tally ERP 9

Interpersonal - Active Listener, management, Reliable, Confident

Languages Known

Gujarati (Speaking)

Hindi (speaking and Reading)

Tamil (Speaking)

English (Speaking, Reading and Writing)

Personal Information

Name: Dharmesh V

Father Name: Varjesh C

Gender: Male

DOB: 05-10-2022

Marital Status: Single

Nationality: Indian

Address: Royapuram,

Chennai, Tamilnadu

Contact: **8838215379**

Email:-

dharmeshv5796@gmail.com

WORK EXPERIENCE

ANITA FOUNDATION, CHENNAI

BACK-OFFICE ADMIN

DEC - 2020 – AUG 2022

STAR ACCOUNTING

PERSONAL TAX TRAINEE

SEP – 2022 – PRESENT

AWARDS

Won various awards at school level as winners and runner up.

Best Student at school

Flagged as Best employee to manage the work on peak seasons and understanding and completing the requests on priority.

Declaration

I Dharmesh V, hereby declare that all the above furnished information is presented with the utmost of good faith and to the best of my knowledge.

DHARMESH V