

Dinesh J

Contact No.: +91 9900404079

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CAREER OBJECTIVE

Looking for a challenging career and willing to provide total support to the organization which has the potential for future growth and further enhance my skills through constant learning for professional advancement.

EDUCATIONAL QUALIFICATION

COURSE STUDIED	NAME OF THE INSTITUTE	NAME OF THE BOARD	PERCENTAGE SECURED	YEAR OF PASSING
MBA	ISBR College	Bangalore University	75.51%	2021
B COM	Christ University	Christ University	61.44%	2018
P U C	Alva's PU college	PU board	92.33%	2015
SSLC	Mother Teresa high school	KSEB	65.28%	2013

WORK EXPERIENCE

J Seshachalapathi & Co

Audit Assistant

May -2018 to Aug -2019 And Nov -2021 to Present

- Maintaining books of accounts in Tally
- Maintaining bank reconciliation statement and reconciliation of Debtors and Creditors
- Filing monthly returns under GST & Quarterly returns under TDS
- Filing Income Tax Annually

INTERSHIP EXPERIENCE

- NGO Internship in E-cure charitable trust, April 2016.
- Accounts Internship in Sun PV energy private limited, May 2017.

TECHNICAL SKILLS

- MS Office
- Tally ERP9 & Tally Prime

CERTIFICATE COURSE

- Completed skill enhancement course in Wikipedia.
- Completed certification course in education.
- Completed Microsoft office excel course.

PERSONAL INFORMATION

Name	Dinesh J
Address	No.1714, 19 th Main, 27 th Cross HSR Layout, Bangalore -560102
Date of birth	23 rd July 1997
Gender	Male
Hobbies	Watching Movies, Listening to Music & Travelling
Languages known	English, Kannada & Hindi

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Place: Bangalore

Dinesh J