

## **Dinesh J**

Contact No.: +91 9900404079

E-mail Id: dinesh23j@gmail.com

### **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**

<b>COURSE STUDIED</b>	<b>NAME OF THE INSTITUTE</b>	<b>NAME OF THE BOARD</b>	<b>PERCENTAGE SECURED</b>	<b>YEAR OF PASSING</b>
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**

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