

### **Personnel Details**

Date of Birth : 18<sup>th</sup> Aug 1994

Sex : Male

Marital Status : Single

Nationality : Indian

Mother Tongue: Malayalam

Father Name : James Vargheese

Languages : English, Hindi,  
Malayalam.

### **Passport Details:**

Passport No. : U5 108667

Issue Place : Trivandrum

Issue Date : 20<sup>th</sup> MAR 2020

Expiry Date : 19<sup>th</sup> MAR 2030

### **Strength:**

Communication Skill, Confident,  
Positive Attitude, Hard work

### **Achievements:**

MCYM District Secretary

### **Permanent Address:**

ChirayilHouse Yeroor(po)  
Panayam Anchal  
Kollam (Dist), Kerala,  
India, Pin:691312

### **Hobbies:**

Driving  
Playing Cricket

## **DIPIN JAMES**

Mob: +919947619961

dipinchirayil001@gmail.com



### **CAREER OBJECTIVE**

Contribute to the growth of the organization by applying my skill and improving upon it, thus effecting a comprehensive development of my personal capacities along with the organization.

### **PERSONAL SKILLS**

- Ready to take calculated risks, Self-confident
- Hard working, Sincere, Optimistic
- Able to guide others positively

### **ACADEMIC PROFILE**

- **Master of Commerce (M.com.) 2019 (55%)**  
(Mahatma Gandhi University, Kerala, India)
- **Bachelor of Commerce (B.com.) 2017 (50%)**  
(University of Kerala, Thiruvananthapuram, India)
- **Higher Secondary School (H.S.C) 2014 (79%)**  
(Board of Higher Secondary Examination, Kerala, India)
- **Secondary School Leaving Certificate (S.S.L.C) 2010 (76%)**  
(Board of Secondary Examination, Kerala, India)

### **TRAINING ATTENDND**

- Employability Skills
- Workshop on GST

### **SOFT SKILLS**

- Tally ,BUSY and QuickBooks (Accounting Software's)
- MS Office (Word, Excel, PowerPoint)

### **SOFT SKILLS EXPERIENCE**

- Tally (Accounting Software's) - 2 years
- BUSY (Accounting Software's) - 3 months
- QuickBooks (Accounting Software's) - 2 months

### **COMPUTER SKILLS**

#### ➤ **Diploma In Indian And Foreign Accounting (DIFA)**

- Company Creation
- Inventory Management
- Bank reconciliation Statement
- Statutory and Taxation
- E Accounting
- Application for filing clarification
- Filing on GST portal
- Filing GST return from Tally
- Quick Book
- Setting Quick Book
- Invoicing
- Generating Statements
- Managing Accounting Receivables
- 

### **WORK EXPERIENCE (2 YEARS)**

**Company** : **AMAL SOORAJ AND ASSOCIATES**  
**Location** : **Kerela,India**  
**Period** : **2 YEAR**  
**Designation** : **Accountant**

#### **Work Area**

- Tally
- GST Filing
- ITR Filing
- Book Keeping
- TDS.

**WORK EXPERIENCE (6 MONTHS)**

**Company** : **KVT HARDWARE**  
**Location** : **Kollam,Kerela,India**  
**Period** : **06 Months**  
**Designation** : **Accountant**

**Job Description**

- Maintain up-to-date billing system.
- Reconciliation of all debtor's accounts.
- Handling companies' petty cash, verification of cash balance at the end of the day and tally it with the computerize balance.
- Monitoring customer account details for non-payments, delayed payments and other irregularities.
- Handling Stock Management.

**DECLARATION**

Hereby I declare that all the statements furnished here are true and correct to the best of my knowledge and belief.

**DIPIN JAMES**