

RESUME

M.K.DINESH

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OBJECTIVE	CAREER PROFILE:	
	Detail-oriented, efficient and organized professional with extensive experience in accounting systems.	
	Excellent written and verbal communication skills.	
	Highly trustworthy, discreet and ethical.	
EDUCATION	Resourceful in the completion of projects, effective at multi-tasking.	
	MBA(Finance& Marketing)	Sri vasavi Institute of management , Hindupur, Anantapur Dist, Andhrapradesh.
EMPLOYMENT SCAN	<u>Employer Post Held Period</u>	
	VARAHI PHARMA (P) LTD	May 2013 –till date
DESIGNATION	ACCOUNTS EXECUTIVE	
DOWN-STREAM JOB RESPONSIBILITIES	<u>ACCOUNTS EXPERIENCE SUMMERY</u>	
	<ul style="list-style-type: none">• Passing Cash vouchers, Bank vouchers, Journal Vouchers and Purchase Vouchers.	
	<ul style="list-style-type: none">• Petty cash Handling and Reconciliation.• All kinds of Banking transactions and Bank reconciliations.• Sales Invoice Data entry, Booking Sales orders and Customer payment follow up and its reconciliations.	
	<ul style="list-style-type: none">• Passing of Debit notes/ Credit Notes• Extensive understanding about managing accounts and analysing financial data• Handling of Tally.ERP.9• Maintaining accounts payable functions for construction expenses.• Managing vendor accounts, generating weekly on demand cheques.• Coordinated monthly payroll functions for 80+ employees.• Performing general office duties and administrative tasks.	

	<ul style="list-style-type: none"> • Generating MIS reports and Submitting to management. • Sending internal and external mails. • Managing accounts payable, accounts receivable, and payroll departments. • Day to day online banking transactions. • Communication with vendors and reduced credit period from 90 to 60 days. • Generating Waybills, Central Excise Invoices, ARE-1 & Export Documents. • Preparing Purchase orders, Delivery order and raising indents. <p>Skills:</p> <ul style="list-style-type: none"> • Strong interpersonal skills • Quick and timely decision-making • Expertise in handling MS Excel operations and other relevant software applications • Extensive experience in accounting <p><u>Key Skills:</u></p> <ul style="list-style-type: none"> • Expertise in finance and accounting • Possesses knowledge of ERP • Possesses basic knowledge of auditing • Good knowledge of computer applications • Possesses outstanding knowledge of accounting tools • Aware of the computer tools used in accountancy
COMPUTER SKILLS	<ul style="list-style-type: none"> ➤ Microsoft Office Tally Version 9.
Hobbies	<ul style="list-style-type: none"> ➤ Cricket, listening music, Playing cricket, Watching Cricket and movies.
STRENGTHS	<ul style="list-style-type: none"> ➤ Good Communication Skills. ➤ Self-assessment and continuous learning.

<div>PERSONAL DOSSIER</div>	Languages known : Telugu, English, kannada, Hinidi.
	Father's name : Late M.K.Basavaraju
	Mother's name : M.K. Vimala
	Nationality : Indian.
	Marital status : Un Married.
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<div>PRESENT ADDRESS</div>	Permanent Address: Door No : #32,4 th Phase near bus stand,Yelahanka Newtown. Bangalore - 560064
<div>DECLARATION</div>	I hereby declare that the information furnished above is true to the best of my knowledge.
	<div><div>Place :</div><div>Date:</div></div> <div>(M.K.DINESH)</div>