

## **CURRICULUM VITAE**

### **Dijo Daniel**

#### **Present address:**

Near zulekha hospital, lotus building  
Flat no: 802, Al qusais ,Dubai

Phone: +971582991121/0563116817

E mail: [dijodaniield@gmail.com](mailto:dijodaniield@gmail.com)



#### **❖ JOB LOOKING FOR ACCOUNTANT or ANY SUITABLE VACCANCIES**

#### **❖ OBJECTIVE:**

To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time. I want to be creative learning and contributing towards the success of company. With my strong dedication and hard work, realistic approach to my professional life, I would be the part of your esteemed organization.

#### **❖ RESPONSIBILITIES:**

- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors.
- Maintain Petty Cash Book & Internal Audit: Store and Accounts Book.
- Maintain day to day Accounts & reporting Managing Director on time to time.
- Maintain Internal Audit: Store And Accounts Book.

#### **❖ Key Responsibilities Handled:**

- Perform general office duties such as typing, operating office machines, and sorting mail.
- Add new material to file records, and create new records as necessary.
- Ensuring high level of quality deliverable & customer satisfaction
- Responsible for complete Business Development and for achieving operational efficiencies and targets in three different locations of UP.
- Office work as per requirement.
- Responsible for Business Development and for achieving operational efficiencies and targets through a growth oriented team.
- Supervise day to day routine, operational activities and issues

#### **❖ Personality Traits:**

- Strong motivational and leadership skills.
- Exceptional client handling skills.
- Unmatchable communication skills in written and verbal both.
- Ability to work individual as well as in team.

❖ **Professional Skill:**

- Expert Knowledge in computer related operations
- Knowledge of Tally ERP 9& ERP Software.
- Internet Operations & E-mail handling.
- Knowledge of MS-Office, MS Excel, Internet
- knowledge of Value added Tax(VAT)

❖ **Academic Record:**

- Pursuing MBA in banking & finance, BAHARTHIYAR UNIVERSITY,INDIA (distant course)
- Graduate (B.Com with Taxation) completed under KERALA University (2011-2014)
- Higher Secondary Exam (+2) passed, from BOARD OF HIGHER SECONDARY EXAMINATION, GOVT.OF KERALA.(2009-2011)
- Secondary School Leaving Examination (10<sup>TH</sup>) passed, from GOVT.OF KERALA.(2009)

❖ **Ability and Strength**

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure.

❖ **Working Experience in India**

- Accountant at a leading non-banking institution Kosamattom Finance ltd, Kerala (2014).(Working with Cash, Financial Statements, Reconciliation Statements, and Computer works related to accounts of the entire branch)

❖ **Working Experience in UAE**

- Accountant at STAR-TECH LLC, **DUBAI, UAE**  
(2<sup>nd</sup> October **2014** - 15th August **2019**)
- Accountant at Artisans Décor LLC, **DUBAI,UAE**  
(20<sup>TH</sup> August **2019** - still working)

### ❖ **Personal Information**

Father's Name	:	Daniel Kutty
Date of Birth	:	17/02/1993
Gender	:	Male
Religion	:	Christian
Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, Hindi, Malayalam

### ❖ **Passport Details**

Passport Number	:	M 0545150
Place of issue	:	Trivandrum
Date of issue	:	30/07/2014
Date of Expiry	:	29/07/2024

### ❖ **Declaration**

I hereby declare that the above mentioned information's are true to the best of my knowledge.

**Place: DUBAI**

**Date: 27/09/2020**

**Dijo Daniel**