

**DITHIN DEV C K**  
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**Email:dithindev16@gmail.com**



## CAREER OBJECTIVES

Being a committed team player, want to be a part of renowned organisation, to contribute towards the growth of the organisation, based my personal capabilities by learning from the new exposure within the structured frame work of the organisation.

## CERTIFICATE

**DBAT** (Diploma in Business Accounting and Tax studies)

Horizon institute of accounting and tax studies, Calicut- study centre of STED Council, autonomous body registered NGO under govt. of NCT, of GOVT. of India.

- Accounting
- Taxation (GST and Income Tax)
- Payroll

## ACADEMIC QUALIFICATION

Course	Board of exam	School/college studied	Year of passing
B com with finance	Calicut university, Kerala	National College Calicut	2018
X11	Board of Higher Secondary Education	Sivapuram Higher Secondary , Calicut	2012
X	Kerala secondary Education Board	S.V.M English Medium High School	2010

## EXPERIENCE

Company Name	Position	Job Duration
<b>HORIZON INSTITUTE OF ACCOUNTS AND TAX STUDIES</b>	Jr. Accountant	From 1 <sup>st</sup> Aug 2018 up to 31 <sup>st</sup> Jan 2019
<b>V4VELNES</b>	Asst. Accountant	From 1 <sup>st</sup> May 2019 up to 8 <sup>th</sup> Nov 2019

## AREA OF EXPERTISE

- Handling books of accounts independently up to Finalization with Zero errors.
- Maintaining all ledger accounts with its supporting transaction documents.
- Passing of Receipts and Payments entries like Expense and Income, Purchase, Sales and so on.
- Handling settlement and collection of due Accounts Receivable on regular basis Include follow ups.
- Preparing Bank Reconciliation, Branch Reconciliation Statements and Final Accounts such as Profit and Loss account and Balance sheet.
- Uphold awareness of applicable laws and orders to keep up to date compliance.

## COMPUTER SKILLS

- Accounting package (Tally ERP 9)
- Quick book.
- Ms excel.
- Internet e-mail
- Online Accounting

## PROJECT DONE

- Financial statement and inventory control of a company.
- A study on employee satisfaction on Gandhi Handloom, Kakkodi, Calicut.

## PERSONAL SKILLS

- Qualified expertise accountant
- Excellent communication and presentation skills
- Quick learner
- Ability to work under pressure
- Computer proficient
- Positive attitude
- Responsible
- Learn from feedback

## PERSONAL DETAILS

Name : DITHIN DEV C K  
DOB : 12-01-1995  
Address : Choyankunnumal House  
Punnassery (PO), Calicut Pin: 673585  
Sex : Male  
Marital status : Single  
Language known : Malayalam, English, Hindi, Tamil

## REFERENCE

Reference is available on requests.