

# Dilip Kumar G

207, SS Lootah Building,  
Port Saeed,  
Near DCC, Dubai  
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Phone No: 0527246628



## Career Objective:

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

## Academic Qualification:

- Bachelor of Commerce (Accounts) University of Tiruvalluvar - India 2018
- Higher Secondary Education (Commerce) Govt - India 2015

## Experience:

- **Accountant / Administrator** -Aaditya Traders, Chennai, India From 10.07.2018 To 17.08.2021(3.2yrs).

## Roles & Responsibilities:

- Posting Cash transactions for Private equity assets.
- Scanning in all relevant new document
- Preparing monthly and annual accounts
- Carries out administrative duties such as filling, typing, copying, scanning
- Processing employee expenses
- Provide assistance to clients in person on email or telephonically
- Provides administrative support to ensure efficient operation of office
- Answers phone calls, schedules meetings and supports visitors
- Provides information by answering questions and requests
- Receiving and storing invoices.
- Contributes to team effort by accomplishing related results as needed
- Logging daily entries in accordance with accounting policy
- Advising on how to reduce cost and increase profits.

## Skills & Expertise

- Diploma in Office Administration
- Diploma in Computer Applications
- Ms word
- Ms Excel
- Ms office 365
- Ms PowerPoint
- Tally ERP 9
- Capital Markets and Portfolio Management
- Taxation

**Personal Qualities:**

- Think creatively and innovatively to make a difference.
- Dedicated, conscientious individual with a strong sense of responsibility.
- Work flexibility and ability to quickly adapt to changing environments professionally and personally.

**Personal Details:**

**Name** : Dilip Kumar G  
**Father Name** : Gunabal  
**Gender** : Male  
**Nationality** : Indian  
**Date of Birth** : 12/05/1998  
**Marital Status** : Single  
**Passport Number** : **S4015269**  
**Passport Expiry Date** : 27.08.2028  
**Visa Type** : Visit Visa-Validity 10-2-2022  
**Languages Known** : English,Tamil

**Declaration:**

I hereby solemnly declare that all the above information is true and correct to the best of my knowledge and belief.

**Dilip Kumar G**