



**DIJITH KUMAR N.D**

#### PERSONAL PROFILE

DOB 25/3/1993  
Gender Male  
Nationality Indian  
Marital Status Single

#### FOR CONTACT

Mob: +971-524629023  
Dubai, U.A.E.  
EMAIL:  
dijithjithu@gmail.com

#### LANGUAGES KNOWN

English, Hindi, Malayalam, Tamil

#### PASSPORT DETAILS

Passport No L1538468  
Date of Issue 10/07/2013  
Date of Expiry 09/07/2023  
Place of Issue COCHIN

#### VISA DETAILS

Visa Type Job Visa

(Available to join immediately)

#### PASSION

A challenging and exciting career as Accountant Administrator where there is an opportunity to utilize and hone team skills, leadership potential, technical skills and academic credentials.

#### EDUCATIONAL ACHIEVEMENTS

- POST GRADUATE DIPLOMA IN ACCOUNTING AND MANAGEMENT
- HIGHER SECONDARY EXAMINATION, KERALA, India
- 10<sup>th</sup> GRADE ,KERALA STATE EDUCATION, India

#### EMPLOYMENT HISTORY

- Worked as **DATA ENTRY & STORE KEEPER**
- Worked as **ACCOUNTS EXECUTIVE**

#### PERSONAL COMPETENCIES:-

- Self –motivated, diligent, reliable and disciplined individual, with a potential to work on own initiative and a part of a team.
- Ability to communicate in a pleasant manner at all levels within the organization, Dynamic, enthusiastic and creative.
- Dedicated to maintaining high quality standard.

#### **COMPANY: Al Manama group, Ajman (2 yrs)**

##### **Designation: - DATA ENTRY & STORE KEEPER**

#### **Roles & Responsibilities:-**

- Take responsibility for the business performance of the company.
- Analyze and plan sales levels and profitability.
- Organize marketing activities.
- Prepare reports at the end of the shift/week.
- Maintain inventory details.
- Maintaining inventories, ordering new items, placing product on shelves, pulling out expired items, and keeping records of transferred merchandise.

**COMPANY: HERO MOTORS (Kerala, India)**

**Designation: ACCOUNTS EXECUTIVE**

**Roles & Responsibilities:-**

- Monthly management accounts preparation.
- Production of profit and loss account.
- Accruals and repayment.
- Operating credit card and authorization system.
- Maintain daily bank receipts.
- Bank reconciliation, posting and balancing.
- Reports on debtors and creditors.
- Reporting needed changes.
- Maintain safe and clean working environment.
- Contributes to team effort by accomplishing related results as needed.

**COMPUTER KNOWLEDGE**

- Microsoft Office
- Operating Systems XP,Win7,Win8,Win10

**DECLARATION**

I hereby declare that the above mentioned are true to my knowledge and belief.

**Place: Dubai**

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