



# DIPENDRA GC

ACCOUNTANT

## CONTACTS

PHONE NUMBER

+971543458009

EMAIL

dipengc@live.com

ADDRESS

Bur Dubai, Dubai, United Arab Emirates

## PERSONAL DETAILS

Date of birth:

March 05, 1985

Nationality:

Nepali

Visa status:

Employment Visa

Marital status:

Married

## LANGUAGES

- Hindi
- Tamil
- English
- Nepali

## LINKS

LINKEDIN

<https://www.linkedin.com/in/dipendr-a-gc-7b8a89b9/>

## SKILLS

- Multitasking
- Management
- QuickBooks (Accounting Software)
- Tally ERP
- Vat Filing
- Communications
- Personality Development
- Accounts Payable
- Accounts Receivable
- Planning
- Accounting
- Financial Data
- Sales Tax
- Reconciliation
- Audit Planning
- Balance Sheet
- Income Tax
- Finalization
- Voucher
- Managed Accounts

## ABOUT ME

Dynamic and highly experienced Accounting Manager equipped with 12 years of diversified accounting competencies gained from working with HYDROJET TECHNICAL SERVICES AND CONTRACTING LLC. Proficient in QuickBooks, Tally ERP, Multitasking, and Management. Adept in handling tasks such as VAT Filing, Accounts Payable and Receivables, and Balance Sheet to Income Tax Audit Planning. Accomplished in Financial Data Management, Sales Tax, Reconciliation, Finalization, and Voucher Managed Accounts. Product of a Bachelor's Degree in Commerce in 2009 with developed skills in Communication and Personality Development. Eager to leverage these skills and experiences to join and contribute value to your esteemed team.

## WORK EXPERIENCE

### ACCOUNTING MANAGER

Dubai, UAE

HYDROJET TECHNICAL SERVICES AND CONTRACTING LLC  
Sep 2023 - Present

- Managed accounts payable and receivable, VAT filings, and complete payroll procedures.
- Prepared and presented invoices for clients.
- Maintained statutory books of accounts and balance sheets.
- Executed reconciliation statements and monthly management reports.

### ACCOUNTING MANAGER

Chennai, India

SS Logistics  
Dec 2012 - May 2023

- Spearheaded Accounts Payable and Receivable operations, prioritizing punctuality in payments and collections.
- Oversaw comprehensive VAT filing process, maintaining full compliance with local tax regulations.
- Aided in yearly financial audits by providing necessary documentations and clarifications to auditors.
- Managed audit scheduling and execution, ensuring tasks are completed timely and within budget.
- Processed Income Tax and Advance Tax liabilities and e-filing returns meticulously within set deadlines.
- Maintained statutory books of accounts, reconciliation statements, and receivable/payables statements.
- Constructed monthly, quarterly, and annual financial reports, showcasing key performance indicators and potential cost-saving opportunities for management.

### ACCOUNTANT

Chennai, India

Prakash Electricals  
Oct 2006 - Nov 2012

- Managed and reviewed both purchase and sales entries in ledger.
- Prepared monthly sales tax returns efficiently.
- Ensured reconciliation of intercompany balances with affiliated entities.
- Handled all bank and cash transactions, ensuring seamless reconciliation of bank statements and cash books.
- Liaised closely with auditors to ensure timely income tax filing and finalization of accounts.
- Maintained a comprehensive Fixed Assets Register.

### JUNIOR ACCOUNTANT (PART TIME)

Chennai, India

Sri Bagadi Electricals  
Jun 2003 - Sep 2006

- Demonstrated proficiency in managing and creating purchase orders
- Expert in preparation and review of journal entries using Tally
- Proficient in the verification of purchase invoices against PO & DC to ensure accurate account updates and payment processing
- Skilled in voucher preparation, covering both receipts and payments
- Experienced in generating sales invoices upon receipt of customer orders
- Proficient in conducting bank reconciliation statements at month-end
- Demonstrated skills in preparing outstanding statements for Receivables and Payables.

## EDUCATION

2009

### BACHELOR'S DEGREE IN COMMERCE

University of Madras, Tamilnadu, India

2004

### HIGH SCHOOL DIPLOMA

A.B Parekh Gujarati Vidya Mandir Hr.Sec. School, Tamilnadu, India