P. DINESH

B.Com Graduate | Accounting & GST Taxation

Phone: 6374631862	**Email:** dinesh2003512@gmail.com

PROFESSIONAL PROFILE

B.Com graduate with practical experience in accounting, GST taxation, accounts payable and receivable, vendor bill processing, and statutory return filing. Experienced in maintaining accounting records using Tally and preparing monthly reports. Detail-oriented and analytical, with a focus on accurate financial records, tax compliance, and efficient coordination with vendors and senior accountants.

CORE EXPERTISE

Accounts Payable & Receivable • GST Taxation & Compliance • Tally Accounting • Vendor Bills & Coordination • GST and TDS Return Filing • Monthly Accounting Reports • Excel & MS Office

WORK EXPERIENCE

Azhagan Associates

Accounting – 1 year

• Prepared and maintained accounting records and monthly reports using Tally.

• Supported GST and TDS return preparation and filing.

• Assisted with financial report preparation in line with applicable accounting standards and GAAP-related requirements.

• Supported senior accountants with tax preparation and ROC documentation.

• Participated in internal audits and helped verify the accuracy of financial records and internal controls.

Johnson Lift Private Limited

Accounts – 1 year

• Managed accounts payable and receivable activities.

• Handled GST-related accounting tasks and vendor bill processing.

• Coordinated with vendors and supported accurate financial recordkeeping.

Sri Balaji Casing Pvt. Ltd.

Internship – GST & Taxation

Gained practical exposure to the GST and taxation department, including tax regulations and compliance procedures.

EDUCATION

March 2018	**Government Higher Secondary School, V.K. Mangadu** SSLC – 80%
March 2020	**G.V.C. Higher Secondary School, Arcot** HSC – 64%
March 2023	**C. Abdul Hakeem College, Melvisharam** B.Com – 80%
June 2026	**Loyola College, Pondicherry University** MBA (Finance) – status not specified

TECHNICAL & PROFESSIONAL SKILLS

Tally ERP 9 • MS Office • Microsoft Excel • Accounting Software • Communication • Adaptability • Problem Solving • Leadership • Analytical Skills

CERTIFICATIONS

• Tally ERP 9 • DCMA Diploma • MS Office • Typewriting – Junior, First Class

LANGUAGES

English • Tamil