P. DINESH

B.Com Graduate | Accounts & Taxation Professional

Phone	Email	Languages
6374631862	dinesh2003512@gmail.com	English, Tamil

PROFESSIONAL SUMMARY

B.Com graduate with practical experience in accounting, GST and TDS compliance, accounts payable and receivable, vendor bill processing, and monthly accounting reports. Experienced in using Tally and MS Office to maintain financial records, support audits, and assist with tax filings and ROC documentation. Detail-oriented, analytical, and committed to accuracy and timely completion of accounting tasks.

CORE EXPERTISE

- Accounts Payable & Receivable
- GST Taxation & Return Filing
- TDS Filing & Tax Compliance
- Vendor Bills & Coordination
- Tally Accounting Software
- Excel & MS Office
- Monthly Accounting Reports
- Audit & Financial Record Support

WORK EXPERIENCE

Azhagan Associates

Accounting | 1 year of experience (as provided)

- Prepared and maintained accounting records and monthly reports using Tally.
- Supported GST and TDS return preparation and filing, along with related tax-compliance activities.
- Assisted in preparing financial reports and supporting documentation in line with applicable accounting practices.
- Supported senior accountants with tax preparation, ROC documentation, and internal audit activities.
- Reviewed financial records for accuracy and helped maintain internal controls.

Johnson Lift Private Limited

Accounts | 1 year of experience (as provided)

- Handled accounts payable and receivable activities.
- Processed vendor bills and supported vendor coordination.
- Worked on GST taxation and related accounting documentation.
- Helped maintain accurate financial transaction records and compliance information.

Sri Balaji Casing Pvt. Ltd.

Internship – GST & Taxation Department

Gained practical exposure to GST regulations, taxation processes, and compliance procedures.

EDUCATION

MBA – Finance Loyola College, Pondicherry University	June 2026 CGPA/Score: 8 (please verify)
B.Com C. Abdul Hakeem College, Melvisharam	March 2023 80%
HSC G.V.C. Hr. Sec. School, Arcot	March 2020 64%
SSLC Govt. Hr. Sec. School, V.K. Mangadu	March 2018 80%

CERTIFICATIONS

- Tally ERP 9
- DCMA Diploma

- MS Office
- Typewriting – Junior, First Class

TECHNICAL & PROFESSIONAL SKILLS

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