



# GOUTHAM DINESH

BCOM GRADUATE

## CONTACT



(+91) 7025370205



gouthamdinesh231@gmail.com



Kottayam, Kerala

## PERSONAL DETAILS

Nationality : Indian

Marital Status : Single

Date of Birth : 10-06-2000

## LANGUAGE

- English
- Malayalam
- Tamil

## SKILLS

- Time management
- Attention to detail
- interpersonal skills
- Ms Excel, Ms word
- Tally ERP
- Accounting skill
- Auditing skill

## ABOUT ME

A Self motivated and result oriented Bcom Graduate looking for an opportunity in a reputed organisation where I can upgrade my knowledge and skills in the field of accounting and finance

## WORK EXPERIENCE

### ACCOUNTS AND AUDIT ASSISTANT

March 2022- February 2023

1. Accounting , bookkeeping and preparation of financial statements of companies , partnership firms, individuals.
2. Income Tax Computation and filing of returns.
3. Preparation of estimated and projected financial statements.
4. Engaging in tax audits
5. GST filing.

## EDUCATION

Bachelor's Degree in Commerce ( 2021)

Mahatma Gandhi University Kerala, India

Higher Secondary School Education (2018)

Kerala State Board

## CERTIFICATES

### CERTIFICATE COURSE IN ADVANCED EXCEL

The Course covered basic Excel formulas and in - depth knowledge about Pivot table, V look up and H look up, Macros and other Excel features for handling complex tasks.