



DHILEEP K V

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Objective

Seeking a challenging finance position where I can utilize my accounting experience and financial analysis skills to drive business growth and contribute to the financial success of the organization. I aim to further enhance my knowledge in areas such as budget management, financial reporting, and strategic planning, while also delivering value through my attention to detail and commitment to excellence.

Experience

- Indian Institute of Management Kozhikode** 12/05/2022 - Present
Jr Accounting Assistant
 - Issuing invoices and bills of supplies with a focus on accuracy and timeliness.
 - Ensuring adherence to deadlines, managing fee collection, and maintaining clear communication with students and the banking team via email.
 - Preparing budgets and performing break-even analyses of various programmes to support financial planning and decision-making.
 - Handling taxation-related tasks, such as calculating and reporting taxes, ensuring compliance with tax laws and regulations.
 - Conducting financial analysis and preparing financial reports for management.
 - Monitoring and managing accounts payable and accounts receivable.
 - Reconciling financial discrepancies by collecting and analysing account information.
 - Advising on financial decisions by providing financial advice to management.
 - Maintaining confidentiality of financial information and complying with financial policies and regulations.
 - Collaborating with other departments to ensure financial compliance and accuracy.
 - Utilizing accounting software and systems to manage financial transactions and data.
 - Staying updated on industry trends and changes in financial regulations.
- Jenny flowers International** 07/03/2018 - 10/05/2022
Chief Accountant
 - Managed accounts payable, accounts receivable, and payroll processes, ensuring timely payments, collections, and employee compensation.
 - Conducted financial analysis and prepared financial reports for management review.
 - Assisted in budget preparation and monitored budget variances.
 - Performed reconciliations of bank statements, general ledgers, and other accounts.
 - Ensured compliance with accounting principles, standards, and regulations.
 - Supported the month-end and year-end close processes.
 - Provided financial information to internal and external auditors.
 - Participated in the development and implementation of accounting policies and procedures.
 - Collaborated with other departments to achieve organizational goals.
 - Filed periodical returns of GST, EPF, PT, and TDS.
 - Conducted bank reconciliations.

Education

- American Institute of Certified Public Accountants (AICPA)** 2024
IFRS® Certificate Program
In Progress
- Indira Gandhi National Open University (IGNOU)** 2020
BCOM
- Sree Sankaracharya Computer Centre Pvt Ltd.** 2018
Diploma in Virtual Interactive Business Experiment System
- Institute of Chartered Accountants of India (ICAI)** 2015
CA-CPT

- **Kerala State Education Board** 2014
Plus Two - Commerce
- **Kerala State Education Board** 2012
SSLC

Skills

- Accounting software proficiency (Tally, Peachtree, Quick Book, Tradeasy, Excel)
- Financial reporting
- Budgeting and forecasting
- Analytical Skills
- Communication skills
- Auditing
- Taxation
- Teamwork
- Basic Knowledge in SAP

Languages

- English
- Malayalam
- Hindi

Certifications

- Certificate in Business Logistics (Material Management, Warehousing & Inventory, Export procedures, Commercial shipping, Multimodal transportation).
- Certificate in Virtual Interactive Business Experiment System (work experience in virtual offices of manufacturing, trading & service-oriented firms).
- Certificate in Microsoft Excel
- Certificate in Computerized accounting (Tally, Peachtree, Quick book, Tradeasy)

Personal Details

- Date of Birth : 14/07/1996
- Nationality : Indian
- Passport : R0777405
- Gender : Male

Reference

- **Simmi K G - Indian Institute of Management Kozhikode**
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- **Sunil Abraham - Jenny Flowers International**
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