

DILEEP KUMAR

ACCOUNTANT

CONTACT

Contact No: +971-54-759-2701

Email Id: Dileepbe96@gmail.com

Address: Deira, Dubai, UAE.

PERSONAL DETAILS

DOB: 24-October-1996

Nationality; Pakistani

Religion; Hindu

Marital Status: Single

SKILLS

- Microsoft Office
- Zoho/Quickbooks
- Auditing
- Reconciliation
- Handling AR/AP
- Critical Thinking

LANGUAGES

- English (Fluent)
- Urdu/Hindi (Fluent)
- Sindhi (Fluent)

2 YEAR FREELANCE RESIDENCE VISA HOLDER

PROFILE

Dedicated and passionate accountant with over 04 years of working experience at different designations in multiple companies. i am an quick learner and easily adjustable in any working atmosphere.

WORK EXPERIENCE

- **Marfa Marfa Digital Marketing, Dubai, UAE.** 2023-2025

  Manager Cum Accountant Cum HR

  - Bank and Vendor payment reconciliation, General entries and Cash book. Updating financial statement, maintaining accounts receivable/ Payable, and Book/invoice keeping.
  - Staff Payroll, preparing company's daily, monthly and yearly expenses report, and Handling petty cash.
  - Interviewing, Hiring and Recruiting Staff and look after their Visas.

- **Hirani's Pharmaceutical, Karachi, PK.** 2021-2023

  Assistant Accountant

  - Coordinating with field sales officers and managers about company's marketing, promotions and commisions.
  - Oversee sales officers and managers daily and monthly sales targets and sending the reports accordingly.
  - Tracking marketing and sales team daily data to help them achieve the goals.

EDUCATION

- **University Of Sindh, Jamshoro, PK.** 2016-2018

  Bachelor Of Commerce

  - GPA: 2.9

- **BISE Mirpurkhas, Sindh, PK.** 2012-2014

  Intermediate

  - Grade: A+