

# Dipin Kattil



## Contact

### Address:

Villa no.12, compound No.31,  
Road no.6003, Block 626,  
Baharain.

### Phone:

+973 35375627

### Email:

[kattildipin@gmail.com](mailto:kattildipin@gmail.com)

### LinkedIn:

[linkedin.com/in/dipin-kattil-28444612b](https://www.linkedin.com/in/dipin-kattil-28444612b)

## Languages

English  
Hindi  
Tamil  
Kannada  
Malayala  
m Telugu

## Hobbies

- Reading
- Trading

## Summary

Accountant specializing in accounting practices up to financial Statements. Knowledge of arithmetic, book keeping and accounting principles, office procedures and practices. Prepare and adjust journal entries Making all system entries such as Journal voucher, Petty cash, Payment voucher. Monthly calculation of VAT returns and submission of VAT returns.

- Project management
- Strong decision maker
- Complex problem solver
- Accountable
- Innovative
- Service focused

## Experience

**General Accountant** 01/Oct/2020 to Present

**Nasser ABD Mohammed Co. BSC. @. BAHRAIN**

- Responsible for handling of Daily transactions.
- Preparation of Creditors Cheque as well as other Cash payment.
- Preparation of Customs Document for sanitary & Building material items clearance.
- Making all system entries such as Journal voucher, Petty cash, Payment voucher on daily Basis
- Monthly calculation of VAT returns and submission of VAT returns on monthly basis.

**Income Auditor (25/06/2017 - 30/09/2020)**

**RAMEE GRAND HOTEL. BAHRAIN**

- verifying journal entries, purchase entries, sales entries are posted in respective heads and revenue code
- verifying purchase orders and quotations are correct and lesser price.
- verifying of daily cash entries with physical cash and physical cash tallying.

**ACCOUNTANT (27/05/16 - 27/05/2017)**

**MJ INFRASTRUCTURE.BANGALORE, KARNATAKA**

- Making all system entries such as Journal voucher, Petty cash, Payment voucher & Receipts on daily Basis.

**ACCOUNTANT (17/10/15 - 26/05/2016)**

**CANDID SYSTEMS AND TECHNOLOGIES, MALAPPURAM.**

- Making all system entries such as Journal voucher, Petty cash, Payment voucher & Receipts on daily Basis.

**Asst. ACCOUNTANT (1/04/2014 - 17/10/2015)**

**ACCOUNTS SOLUTIONS, MALAPPURAM.**

- Making all Day to Day system entries.

## Education

• **CMA USA (certified management accountant)-2023-Doing**  
The Institute of Management Accountants (IMA)

• **MBA (MASTER OF BUSINESS ADMINISTRATION-FINANCE)-2022-Doing**  
Pondicherry University, Kalapet, Puducherry, India

• **Bachelors of Commerce: - Co-operative accounting - 2014**  
CALICUT UNIVERSITY, KERALA, INDIA.

## Certifications

**DIPLOMA IN COMPUTER APPLICATION. C-DIT Kerala Govt.**

Known Software: Oracle, Tally, IDS, Opera, Milano spa, word, excel, M.S. Office Applications,