



DILNA T D

CONTACT

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Address:

Abu Dhabi, Uae

COMPUTER SKILLS

- MS WORD,
- MS EXCEL
- TALLY
- SAP

LANGUAGE SKILLS

- English
- Malayalam
- Tamil
- Hindi

PERSONAL INTERESTS

- Music
- Drawing

OBJECTIVE

Seeking a rewarding position with a progressive company where my experience and skills may be utilized to make a positive contribution to the organization.

WORK EXPERIENCE

**Business Development Executive
(Chemmanur International Holidays)
2022-2024**

- Assisting with marketing and Promotional projects.
- Preparing and delivering pitches and presentations to potential new clients
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- Communicating with clients to understand their needs and offer solutions to their problems.

**Assistant Accountant- (VADASSERY BUILDING MATERIALS)
2021**

- Reviewed and processed recorded general ledger entries,sale orders, sales reports, and billing.
- Maintained all accounting records and files.
- Manage observation of physical inventories, both on storage And at suppliers

**Audit Assistant (THAJUDHEEN& ASSOCIATES OF CHARTERED
ACCOUNTANTS) 2019-2020**

- Vouching and Verification of Books of Accounts.
- Preparation of Bank Reconciliation Statements
- Maintained a Key Position in the Organization.
- Verify recorded transactions and report irregularities to Senior Chartered Accountant.

PERSONAL DATA

Date of Birth : 07-02-1998
Nationality : Indian
Gender : Female
Marital Status : Single
Passport No : Y7849583
Date of Expiry : 01/08/2033
Visa status : Visit Visa

EDUCATION

Bachelor of Commerce – 2015-2018

Calicut University (Wisdom College)

Higher Secondary Examination – 2013-2016

Kerala Board Of Public Examination (Sree Krishna H.S.S)

PERSONAL QUALITIES

- Time Management
- Dedicated and Consistent towards my work
- Good Communication skills
- Hard Working
- Critical Thinking