



DHANEESH

CONTACT

- 7010868515
- dhastella17@gmail.com
- Melpalai/Kanyakumari

SKILLS

- Tally ERP 9
- Tally Prime & Basic GST Knowledge
- MS Excel
- MS Word & PowerPoint
- Accounting Fundamentals & Journal Entries
- Bookkeeping & Record Maintenance

STRENGTHS

- Communication & Teamwork
- Time Management
- Quick Learning Ability
- Workplace Discipline
- Adaptability

LANGUAGES

- Tamil
- English
- Malayalam

PROFILE SUMMARY

Commerce graduate with foundational knowledge in accounting, bookkeeping, finance, and office administration. Skilled in Tally, MS Office, documentation handling, and customer coordination through practical showroom experience. Strong communication, discipline, and organizational abilities align well with entry-level accounting and administrative roles. Eager to contribute with a sincere work ethic and quick learning capability.

WORK EXPERIENCE

Maruthi Suzuki Showroom Dec 2025 – May 2026

Part-Time Staff - Marketing and Sales

- Interact with customers, explain products and support the sales team in day-to-day showroom activities.
- Assist in enquiry handling, follow-up communication, basic documentation and maintaining organized records.
- Built practical skills in communication, teamwork, punctuality and workplace discipline through part-time employment.

Fathima Engineering Company 3rd – 18th June 2025

Intern - Marketing Department

- Observed daily office and departmental operations within the marketing division.
- Assisted with reporting, coordination, and administrative support tasks.
- Supported documentation and record maintenance activities.
- Gained practical exposure to office administration and coordination practices

EDUCATION

Master of Commerce (M. Com) 2024 - 2026

Nanjil Catholic College of Arts and Science | Manonmaniam Sundaranar University

Bachelor of Commerce (B. Com) 2021 - 2024

Nanjil Catholic College of Arts and Science | Manonmaniam Sundaranar University