

Dilip Kumar R P

Bachelor of Commerce

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Objective

As a B.Com. Student with a passion for accounting and finance, I have developed a solid grasp of financial management, taxation, and commercial fundamentals throughout my academic career. My analytical approach and ability to quickly pick up new ideas make me an asset. I am skilled at interacting with others and communicating effectively. I am now seeking a challenging placement opportunity where I can apply my skills and contribute to the growth of a finance-focused business.

EDUCATIONAL BACKGROUND

SRM institute of science and technology
(B.COM) – 76.4% - 2024

Smt. Durgadevi Choudary Vivekananda
Vidyalaya (CBSE) – 12th – 75% - 2021

Smt. Durgadevi Choudary Vivekananda
Vidyalaya (CBSE) – 10th – 62% - 2019

Project

- Event Marketing on Fitness Avenue
- Motorola – Customer relationship and brand awareness

Intern Experiences

Company: MS Industries
Position: Accountant & Customer Service Intern
Duration: December 2022 - January 2023

Company: HDB finance service
Position: Business development executive
Duration: Feb 2025 – April 2025

Responsibilities:

Accounting:

- Assisted in financial record-keeping, including accounts payable and receivable.
- Collaborated with the finance team to ensure accurate and timely reporting.

Customer Service:

- Interacted with customers via phone, email, and in-person.
- Addressed inquiries, resolved issues, and provided product information.

Achievements:

Customer Satisfaction:

- Successfully maintained positive relationships with clients.
- Resolved customer concerns promptly and effectively.
- Contributed to a high level of customer satisfaction.

Innovative Ideas:

- Introduced various ideas to enhance the customer service experience.
- Collaborated with colleagues to improve processes and communication.

SKILLS

Thorough Knowledge of Accounting:

- Demonstrated proficiency in accounting principles, financial analysis, and record-keeping.
- Strong analytical skills for interpreting financial data and identifying trends.
- Problem-solving abilities to address complex financial challenges.
- Organizational skills to manage financial records efficiently.

Written and Communication Skills:

- Effective written communication for preparing reports, memos, and documentation.
- Clear and concise verbal communication when interacting with colleagues, clients, and stakeholders.
- Ability to convey complex information in an understandable manner.

Diplomatic People Skills:

- Adept at handling interpersonal interactions with tact and diplomacy.
- Ability to navigate challenging situations and maintain positive relationships.
- Empathy and active listening to understand others' perspectives.

Willingness to Learn:

- Enthusiasm for continuous learning and professional development.
- Openness to acquiring new skills and adapting to evolving industry practices.

ACHIEVEMENTS

Distinction in Typewriting Junior:

- Demonstrated excellent typing skills and accuracy.
- Achieved a high level of proficiency in junior typewriting.

First Class in Typewriting Senior:

- Continued to excel in typewriting at an advanced level.
- Attained a first-class distinction in senior typewriting.

E-sports Competition Achievement:

- Participated in an inter-college E-sports competition.
- Secured an impressive 3rd place among competitors.

Personal Details

Father	: V R Padmanaban
Mother	: K Girija
D.O.B.	: 18 Nov 2003
Gender	: Male
Address	: 143/349, Swamy Ramalinga Colony, C-Block, Ponniammanmedu Chennai – 600 110.
Language Known	: English and Tamil
Nationality	: Indian

Date:

(Dilip Kumar R P)