

# DHEERAJ SHETTY

## CONTACT

📍 C/201, Neelkanth Apartment, SV.Road,  
Bhayander E

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## EDUCATION

### Jesus And Mary's High School

Senior Secondary school

Jun 2014 - Apr 2015

Mumbai

### MK college

Higher Secondary School

Jun 2016 - Apr 2017

Mumbai

### Lords' universal college

Bachelor of Mass media (6.21 CGPA)

Jul 2017 - Apr 2021

Mumbai

## SKILLS

TALLY ERP.9 (Advanced)

MS Office (Beginner)

Excel (Intermediate)

## LANGUAGES

English (Intermediate - Mid)

Tulu (Advanced - High)

Hindi (Advanced - High)

## HOBBIES

Gym

Reading

Running

## SUMMARY

Highly organized & dedicated, with a positive and cheerful attitude. I would like to take up a job, which gives me an opportunity to prove my potential, good career growth opportunities; I believe my credentials would be great assets to your organization.

## WORK EXPERIENCE

### KVG & COMPANY: -

Accounts Executive | Mumbai, Jun 2021 - dec 2022

Roles and Responsibility –

- Incorporating transactions in sales, purchase register along with dataentry in cash book.
- Preparing MIS and various analytical reports on monthly basis.
- Manage balance sheets and profit/loss statements. Leading
- Clearing Bank Suspense
- Group Discussion, Outer office work.

## VOLUNTEERING EXPERIENCE

### Supervisor

MUMBAI MARATHON

Jan - 2016

Jan - 2017

Jan - 2018

Jan

Mumbai

### Event Manager

LAKME FASHION

Feb. - 2017

Feb. - 2018

Mumbai