

# DILJITH

RESUME

## GET IN CONTACT

Mobile: +91-9645040649

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## PERSONAL DETAILS

- Total Experience 11 Years 0 Month
- Current Location Calicut/Kozhikode
- Date of Birth Mar 02, 1991
- Gender Male
- Marital Status Single/Unmarried

## SKILLS

- Office Administration
- Teaching
- Account Management
- Salary Administration

## TECHNICAL SKILLS

- MS Office
- Tally ERP

## LANGUAGES KNOWN

- MALAYALAM
- ENGLISH
- HINDI
- TAMIL

## COURSES & CERTIFICATIONS

- PTTC

## PROFILE SUMMARY

Dedicated and focused administrative and accounting professional with experience of 11 years I excels at prioritizing completing multiple task simultaneously and followig through to achieve project goals. Seeking a role of increased responsibilty and authority

## EDUCATION HISTORY

### Graduation

Course	B.B.A/ B.M.S( HR )
College	Annamalai University
Year of Passing	2011
Grade	50%

### Class XII

Board	Kerala
Medium	English
Year of Passing	2008
Grade	60-64.9%

### Class X

Board	Kerala
Medium	Malayalam
Year of Passing	2006
Grade	60-64.9%

## WORK EXPERIENCE

Jan 2012 to Mar 2017

### Administrator at Wisdom Public School

- Implemented a standardized filing system for student records to enhance accessibility and reduce search time for important documents by 20%.
- Conducted training programs for staff on various office technology tools, resulting in a 25% increase in productivity and a 30% decrease in support requests.

Apr 2017 to Jun 2019

### Administration Assistant at ACE FINLEASE

- Successfully developed and implemented sales strategies that led to a 20% growth in customer acquisition within a span of 6 months.

Jul 2019 to Present

**Accounts Associate at BLUE DIAMOND ENGINEERING COMPANY**

- Build and maintain lasting relationships with clients and partners by understanding their focus and anticipating their needs
  - Coordinate internal and external resources to expedite workflow
  - Manage communications between upper management and employees
  - Stay current with company offerings and industry trends
  - Oversee and achieve organizational goals while upholding best practices
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**OTHER INTERESTS**

DANCE ,LISTENING MUSIC

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**EXTRA-CURRICULAR ACTIVITY**

**COOKING**