

HARSH PARSAI

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SUMMARY

BA graduate in English Literature with expertise in Tally ERP9, Tally Prime, and accounting. Strong analytical skills, attention to detail, and a passion for effective financial management and communication.

SKILLS

- Tally ERP 9 (GST, TDS, TCS, Sales and Purchase).
- Tally Prime.
- Coral Draw.
- Photoshop.
- Ms Office (Ms Word, PowerPoint, Excel).
- Communication skill.

WORK EXPERIENCE

BUSY Software Operator.

June 2024 - August 2024

Jyoti Garments, Bilaspur, Chhattisgarh

- Manage purchase and sales entries using **BUSY** software with accuracy.
- Reconcile invoices and maintain up-to-date financial records.

Flex Designer.

May2024 - June 2024

Raj Flex, Bilaspur, Chhattisgarh

- Collaborate with clients to ensure design aligns with their vision and brand.
- Prepare files for printing, ensuring high-quality and proper formatting.

EDUCATION

Bachelors of Arts (English Literature)

2021 - 2024

Atal Bihari Vajpayee Vishwavidyalaya

HSC (12th)

2020 - 2021

Aatamanand Higher Secondary School

SSC (10th)

2018 - 2019

Aatamanand Higher Secondary School

ACHIEVMENTS

- Achieved Tally Certificate

2022 - 2023

PERSONAL DETAILS

- Date of Birth : 5 May, 2002
- Nationality : Indian.
- Marital Status : Unmarried.
- Address : Block 145, Usha Upwan Colony, Lokhandi, Bilaspur, Chhattisgarh (495001).