



Contact



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Jogeshwari East, Mumbai



05th June 2003.



hpawaskar05@gmail.com

Education

- **B.COM (B & I)**

(BANKING AND
INSURANCE) MUMBAI
UNIVERSITY /
M.L .DAHANUKAR
COLLEGE OF COMMERCE
2023
CGPI :- 8.79

- **H.S.C.**

(COMMERCE)
Mumbai University /
BHAVAN'S COLLEGE
2020
73.23%

- **S.S.C.**

MAHARASHTRA STATE
BOARD / ASMITA SCHOOL
2018
75.80%

Computer Skills

MS-CIT

TALLY ERP 9

Microsoft Word

Microsoft Office

Microsoft Excel

Harsh Shilpesh Pawaskar

To make significant contribution through professional and continuous improvement with acquired skills.

Experience

-JAYSHREE KURLE & ASSOCIATES

Trainee Accountant

June 2021-March 2023

- Day to Day Accounting Activities.
- Maintain books of account.
- Making data entries in tally.
- GST / Income Tax Registration.
- Maintaining Society Accounts.
- GST Compliances.
- - GSTR 1, GSTR 2A, GSTR 3B
- Filing Income Tax Return (ITR 1 and ITR2).
- Aadhar Udyam Registration.
- Import Export Code (IEC) Registration.
- PF Withdrawal.
- Digital Signature Certificates or DSC Registration.
- Formation of E-WAY Bill.
- Handling invoice in Excel and tally.
- PTEC Registration.

-TWYLA TREASURES PVT LTD

Accounts and Operation Executive

April 2023 - October 2023

- Maintain books of Accounts.
- Making data entries in Tally.
- Maintain Delivery chalan and Purchase Order.
- Inventory Management
- Manage Business Requirements from different Vendors
- Other Operations
 - Follow up's with clients regarding clearance and etc.
 - Follow up's on tracking details

-KHAKHAR & CO.

Accounts Assistant

November 2023 - Present

- TDS Working and Payments.
- PT Payments and return. (Monthly)
- GST / TDS Reconciliation.
- Reimbursements approvals. (Paybooks)
- Helping seniors in internal and state audit for documentation.

SKILLS

Time Management



Problem Solving



Creativity



Communication

