

# Harshal Manoj Tank CMA, BAF

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 Andheri, Mumbai

 08/11/2001

## Professional Summary

CMA-qualified finance professional with a BAF degree and 3 years of hands-on experience in core financial functions. Skilled in accounting, GST filing, TDS compliance, financial reporting, Proficient in Tally, SAP, and Excel. Experienced in maintaining accurate books, preparing MIS reports, managing vendor payments, and ensuring timely compliance. Strong focus on accuracy, process efficiency, and meeting deadlines in daily finance operations.

## Languages Known

English, Hindi, Gujarati, Marathi

## Qualification

### Cost and Management Accountant

Institute of Cost Accountants of India (ICMAI)

2025

CMA Finals: 54.63%

CMA Intermediate: 54.25%

### Bachelor in Accounting and Finance (BAF)

L.S. Raheja College of Arts and Commerce

2019 – 2022 | Mumbai

Passed with 9.72 CGPI

### HSC (Commerce)

L.S. Raheja College of Arts and Commerce

2018 – 2019 | Mumbai

Passed with 80%

### SSC

Smt. R.N. Sheth Vidya Mandir School

2016 – 2017 | Mumbai

Passed with 76%

## Skills

- Strong communication skills, both verbal and written
- Proficient in MS Office
- Active listener with strong interpersonal abilities
- Demonstrated leadership qualities in team environments
- Disciplined and detail-oriented approach to tasks
- Quick learner with a passion for acquiring new knowledge and skills

## Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

## Professional Experience

### Finance and Accounts Executive

Technonicol India Private Limited

02/2023 – Present | Goregoan, Mumbai

#### Key Responsibilities:

- Prepared and analyzed **MIS reports** for management decision-making.
- Applied working knowledge of **IFRS** in financial processes and reporting.
- Handled **foreign remittances** and coordinated **forex rate bookings** with banks.
- Created and maintained **monthly dashboards** and financial reports for management.
- Preparation of Form **15CA** and **15CB**
- Maintained consistent **cash flow monitoring** to ensure sufficient working capital.
- Calculated **landed costs** and recorded **import purchase entries** in Tally.
- Filing **Quarterly** and **Monthly** GST Returns, GST **Reconciliation Statement**, along with **Core** and **Non Core** Amendments as and when required.
- Managed **TDS and TCS computations and payments** in compliance with statutory requirements.
- Conducted **stock audits** and supported critical decisions based on audit findings.
- Managed **income tax filing, ledger scrutiny, and bank reconciliations**.
- Handled **petty cash** and was responsible for maintaining accurate cash records.
- Performed **accounting functions using Tally and 1C**.
- Maintained and updated **ledgers** accurately in **Tally and 1C**.
- Ensured **timely vendor payments** and processed **domestic and international remittances**.
- Achieved **cost savings** by **negotiating with vendors** and optimizing payment terms.

### Accounts Assistant

Somaiya & Co.

07/2021 – 09/2021 | Malad, Mumbai

#### Key Responsibilities:

- Maintained accurate and up-to-date **office accounts**.
- Assisted in **company audits**, including preparation of necessary financial records and audit schedules.
- Supported **income tax return (ITR) preparation and filing** for the company.
- Performed **GST reconciliations** to ensure accuracy between books and GST portal data.

## Certifications

- Tally ERP 9 and Tally Prime
- MS Excel
- Financial Accuracy Certificate from Company

## Achievements

- Outstanding performer of the batch (BAF) award.
- Chairperson of the college fest and led 7 departments overall.
- Head of various department including the registration department during intercollegiate fest and led a team of 10 volunteers.