

Harshitha M S

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CAREER OBJECTIVE

Motivated and detail-oriented Bachelor of Commerce (B.com-General) student with a strong foundation in commerce,accounting and business principles .Eager to apply academic knowledge in a professional setting and gain practical experience.Committed to learning,teamwork and delivering quality work.

EDUCATION

- Mount Carmel College,Autonomous - Bachelor of Commerce
2023-2026
- New Horizon PU College - Computer Science,Economics,Business Studies,Accountancy
2021-2023 | Aggregate:84.66%
- Chinmaya Vidyalaya- S.S.L.C
2021 | Aggregate:70.88%

INTERNSHIP: MANUSCRIPT TECHNOMEDIA LLP (Assistant Accountant)

- Managed day-to-day bookkeeping and accounting tasks using Zoho Books, MS Excel, and Notepad.
- Created and processed invoices and quotations for clients.
- Updated and reconciled daily expenses in Zoho Books, ensuring accuracy of financial records.
- Sent payment reminders and followed up with customers on outstanding dues to support collections.
- Assisted in filing, documentation, and record-keeping to maintain compliance and reporting accuracy.

CERTIFICATIONS

- Visual Merchandising
- Revitalization of Arts and Craft of India

SKILLS

- Adapt to various work environments
- Ability to assess the work requirements and co-ordinate accordingly
- Strong communication skills - verbal and written
- Positive attitude and quick learning ability
- Problem solving and critical thinking
- Proficient in MS Office (Word,Excel,Powerpoint)

EXTRACURRICULARS

- Participated in and won competitions during the school sports day.
- Volunteered in dance performances during the annual day and other school festivals.
- Served as the throwball main player for 5 years and won multiple inter-house competitions in school.
- Volunteered in Dance for Kannadotsava held at Mount Carmel College.

LANGUAGES KNOWN

- English
- Kannada
- Hindi
- Marathi
- Tamil