

Harshit Agarwal

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Current Location: Vadodara

Snapshot

A result-oriented professional with MBA Finance with nearly 11 years of experience in handling Finance & Accounts functions as Sr. Accountant and Finance Manager. Well versed with modern accounting systems and standard with expertise in preparation of accounts, Taxation, Return Filings, reconciliation statements, MIS Reports, Payroll, Banking and Cash Management, Books Finalization.

Employment Profile

Since June'19 working in Jagdamba Sales Corporation, Vadodara (Gujarat) as Sr. Finance Manager

- Verifying various ledgers & reconciliation statements viz. receivable reconciliation, Expense Ledger verification for analyzing the accuracy of books of accounts.
- Proactively engage with marketing to update marketing reports with monthly financial results and highlight exceptions observed.
- Verification of Cost Sheet on Daily/Monthly basis and do Comparative Analysis of different months/years for Growth Report submission to higher authority.
- Liaisoning with Bank to maintain the CC limit, EPC and term loan. Preparation of stock statement and submission of other returns and statement as may be required by bank.
- Preparation of Profit & Loss Account and Balance Sheet on timely basis for internal control purpose.
- Under my supervision, the salary Register, leave Register of the Company were prepared and filling of Challan's monthly returns, quarterly returns and yearly returns in proper time.
- Ensure all company assets are monitored and accurately accounted Ensure the general ledger is reconciled to the assets register on a monthly basis.
- Maintaining the accounts till finalization, such as Profit & Loss A/C, Balance Sheet & Cash Flow statements.
- Ensuring the statutory compliance like TDS returns, GST return.

Since June'17 working in Interactive Manpower Solutions Private Limited, Ahmedabad (Gujarat) as Sr Account Manager

- Verifying various ledgers & reconciliation statements viz. receivable reconciliation, Expense Ledger verification for analyzing the accuracy of books of accounts.
- Submission to Monthly MIS to holding company.
- Proactively engage with senior leadership team to update (MIS) on monthly financial results and highlight exceptions observed.
- Verification of Cost Sheet on Daily/Monthly basis and do Comparative Analysis of different months/years for Growth Report submission to board of directors.
- Preparation and submission of Companies Yearly budget.
- Preparation of Profit & Loss Account and Balance Sheet on timely basis for internal control and reporting to parent Company.
- On monthly basis track and review expenditure against expenditure against set budgets with a Budget inconsistencies report.

- *Ensure all company assets are monitored and accurately accounted Ensure the general ledger is reconciled to the assets register on a monthly basis.*
- *Ensure any variations to budget and forecast are explained in management reports, including any future / potential exposures to the organization.*
- *Ensuring the statutory compliance like TDS returns, GST returns, ESIC Return*
- *Preparation of Various Reports and Templates for smooth and efficient working.*

Since May '11 working in Farriti Merchandize India Pvt Ltd Ahmedabad (Gujarat) as Sr Account Manager

- *Verifying various ledgers & reconciliation statements viz. bank reconciliation, receivable reconciliation, credit reconciliation, etc. for analyzing the accuracy of books of accounts.*
- *Under my supervision, the salary Register, leave Register of the Company were prepared and filling of Challan's monthly returns, quarterly returns and yearly returns in proper time.*
- *Liasoning with Bank to maintain the CC limit, EPC and term loan. Preparation of stock statement and submission of other returns and statement as may be required by bank.*
- *Maintaining MIS on Monthly Basis.*
- *The salary Register, leave Register of the Company were prepared and filling of Challan's monthly returns, quarterly returns and yearly returns in proper time.*
- *Stock maintain on various location as per required of management.*
- *Deposit of TDS, Professional tax, CST, Service Tax and other taxes on time or on Monthly Basis.*
- *Preparing Invoices, Issue to Debit Notes, Issue of C form, Form 49.*
- *Maintaining the accounts till finalization, such as Profit & Loss A/C, Balance Sheet & Cash Flow statements.*

Since Jan'09 to March'11 at Balaram Construction Ltd Ahmedabad (Gujarat) Account Manager

Key Result Areas:

Accounts & MIS

- *Verifying various ledgers & reconciliation statements viz. bank reconciliation, receivable reconciliation, credit reconciliation, etc. for analyzing the accuracy of books of accounts.*
- *Entry of Cash Book and Cash Vouchers.*
- *Perform Office works as a good finisher.*
- *Managing all sites various expenses.*
- *Preparation of Excise Return Service Tax returns and Filing of E Returns.*
- *Deposit of TDS, Professional tax, CST and other taxes on time or on Monthly Basis.*
- *Preparing Invoices, Issue to Debit Notes, Issue of C form, Form 49.*
- *Preparing TDS returns, Service Tax return and sales tax returns Service Tax Returns.*

Academic Credentials

- *M.B.A. (Finance) from St Xaviers Institute of Management Ahmedabad.*
- *B.Com. (Taxation) from Hemchandracharya North Gujarat University in the year 2007. Main subjects: Advanced Accounting & Auditing with First Class.*

Professional Qualifications

- *Diploma in Computer Added Financial Accounting Tally, MS Office Word & Excel*

IT Skills

- *Sound Knowledge of MS Word & MS Excel.*
 - *Sound Knowledge of Tally. ERP and other accounting ERP software's.*
 - *Comfortable with most of the software for various return filing. (Compu Tax, Saral TDS etc)*
 - *Friendly with Internet Usage.*
 - *Preparation of Special reports as per the Management's requirement.*
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Personal Details

Date of Birth	30 th Oct 1988
Language	Hindi, English
National	Indian
Marital Status	Married
Father's Name	Lalit Agarwal
Address	B-20 Vraj Vihar Society Bh Raneshwar Temple Vasna Road Vadodara