**CURRICULAM VITAE**

**Personal Information:**

**Full Name :** Harshit Agarwal

**Name Of Father :** Lalit Agarwal

**Address**  : 202 Prathmesh-II

Nr. Ganesh Housing Bunglow

Dharnidhar Ahmedabad

**Contact No. :**  9714731327

**E-Mail : vel\_1907@yahoo.co.in**

**Sex :**  Male

**Date & Place of Birth :**  30/10/1988

**Marital Status :**  Married

**Language Known :**  English, Hindi and Gujarati

**Religion :**  Hindu

**Nationality :**  Indian

**Hobbies :**  Music, Traveling

**JOB PROFILE- Accounts Head**

* **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.
* **Income Tax:** Ensure deduction of TDS, Filing of TDS return, Issue of Form No.16. Preparation of Balance Sheet, Tax Audit report & IT return.
* GST, ESIC, PF and Professional Tax Responsible for all works relating to Department for yearly assessment.
* Establishment Work: 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.
* Company Matter: Filling of Annual returns to ROC relating to Company with the Company Secretary.
* Issuing and Maintaining Statement of Debit Note & Credit Note.
* Assistance in conducting the Internal & Statutory audit for finalization. Preparation & filling of monthly, GST returns.
* Maintaining the accounts till finalization, such as Profit & Loss A/C, Balance Sheet & Cash Flow statements.
* Education Qualification
* H.S.C Passed with Distinction from Gujarat Higher Secondary Education Board, Palanpur in the year 2004 with Distinction.
* Bachelor of Commerce from Hemchandracharya North Gujarat University in the year 2007. Main subjects: Advanced Accounting & Auditing with Distinction.
* MBA in Finance
* Computer Knowledge: All packages of Tally including Tally ERP-9.

M.S Office & Internet

* Work Experience:

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| Name of the Organization | Balaram Construction Ltd |
| Duration | Jan 2009 to March 2011 |
| Designation | Accountant |

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| Name of the Organization | Farriti Merchandize (INDIA) Pvt Ltd |
| Duration | May 2011 to March 2017 |
| Designation | Account & Admin Head |

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| Name of the Organization | Shree Radhesyham Fin Cab Pvt Ltd |
| Duration | April 2017 to June 2017 |
| Designation | Sr Accountant |

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| Name of the Organization | Interactive Manpower Solution Pvt Ltd |
| Duration | July 2017 to Till Working |
| Designation | Sr Account |

**Date:- HARSHIT AGARWAL**

**Place:-Ahmedabad**