

RESUME

HARSH NARESHBHAI BAKDE

72/857, RUSHIKESH NAGAR, B/H SEVENTHDAY SCHOOL, HARIPURA,
MANINAGAR EAST, AHMEDABAD 380008

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OBJECTIVE:

Recent Post graduation in Master of commerce in accounting and Auditing aspiring to combine educational background with progressive experience to excel as a Professional Accountant. Effective expertise in managing accounts, verifying accounts, financial statements, and checking Payment and Receipts.

Energetic college student working towards a MBA in Finance at Indus University. Gained expertise in Finance, Accounting, Management, Business Administration, Management Skills. Aiming to use knowledge of Management and Accounting in particular works and Post in Organization.

EDUCATION:

1. Bachelor of Commerce (B.com) (2021)

Gujarat University, (Bhavans College - Sheth R.A Arts &Commerce College, Ahmedabad)

2. Master of Commerce (M.com) (2023)

Gujarat University, (External) Ahmedabad.

3. Master of Business Administration (MBA-Finance) (2024)

At Indus University, Ahmedabad.

PROFESSIONAL EXPERIENCE:

1. ABC INFO TECH (THE TENDERS)

Working as Technical Executive in Technical Department

Business Development Advisor, Gem Consultant, Customer Service, Legal work (Trademark, ISO, NSIC, GST etc.). Tender Services, Client Support Services.

Work with Clients, and Staff, dealing with companies.

2. SANJEEVNI HEALTH CARE PVT LTD.

Working as Sales Executive in Sales Department

Achieving Daily Targets, Monthly Target, Selling Medicine, Daily Ordering, Billing, Dispatch etc. works covered in this Organization.

3. AUTOTECH PVT LTD.

Working as Employee in Production Department

Dealing with Clients, Daily Based Production according requirement, Manufacturing Electronic Scale, Stock Management.

ADDITIONAL SKILLS:

Proficient in Microsoft office (word, Excel, PowerPoint etc.).

Strong Interpersonal Skills.

Communication skills,

Time Management, Team Work, Organization Management,

Customer Service, Negotiation, Marketing, Adaptability, Decision Making.

Active and new learning and gaining new knowledge.

LANGUAGES: GUJARATI, HINDI, ENGLISH.

ACHIVEMENTS & AWARDS:

1. Employee of The Month Award – ABC INFOTECH (THETENDERS)
JANUARY 2021.
2. Employee of The Month Award – ABC INFOTECH (THETENDERS)
MAY 2022.
3. INFOTOWN CERTIFIED ACCOUNT SUPPORT EXECUTIVE (ICASE)
At Best Computer Education, 2nd Rank for Tally ERP -9 with GST in Academy
JULY 2019.
4. CCC –Certified At G-TECH EDUCATION TRUST ORG.
JULY 2018.
5. INDUSTRIAL SICKNESS AND INSOLVENCY & BANKRUPTCY CODE,2016
Certificate Program conducted IIMS (INDUS INSTITUTE OF MANAGEMENT
STUDIES.
SEPTEMBER 2022.

DECLARATION: The Information stated above is true to the best of my knowledge and belief.

HARSH NARESHBHAI BAKDE.