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| HARSHAL BADGUJAR  US Accounting – Account Officer | To obtain a position that will allow me to utilize my technical knowledge & skills, experience and willingness to learn in making an organization successful. |

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Bank – Reconciliation Gandhinagar, India*   * Worked on Real Estate Software, Such as Yardi Voyager, MRI and QuickBooks. * Working on major projects/Client are Z-integrated, Clearview and NMS. * Pull Daily Bank Statement from Bank Portal and record transactions in the system. * Transactions need to record such as Bank fees, Intercompany transfer/ Money market, Credit Card Deposits, Payroll fees, Wire fees, Interest Income, Deposits and Check, Make Daily Cash Report with all updated transactions and submit that, DCR file to client through Mail. * Match Cash to General Ledger Balance. * Monitor all banking activities in order to detect irregularities. * Investigate all transactions in order to prevent fraud. * Prepare half monthly and monthly bank reconciliation reports regarding all cash deposits to the banks. * Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank. * Reconciling payments to ensure the accounting system reflects the correct transactions. * Reconcile and process transactions that are complex in nature. * Maintain required files, reports, and data. * Follows up all transactions continuously and provide updates to the management. * Perform all other related duties as assigned to meet the needs of the organization. * Answer client’s questions regarding any financial issues. * Provide all work within a given deadline time & period to the client. |  |  |  |  |  | | --- | --- | --- | --- | |  | **2018-08 - 2019-11** |  | **Relationship Officer**  *Axis Bank, Dept. Tablet – Banking CASA (Liabilities) Ahmedabad, India*   * Work on Lead provided through bank. * Make cold call to customer from the data provided by bank and ask basic details to open there bank account. * Providing proper product information of bank account to the existing customer and new one also, and keep them up to date. * Meet customer demand by providing sustainable guideline. * Collect KYC document of customer and open instant bank account. * Maintaining relationship with customer and providing help and doubt of customer on a personal visit or through phone call. * Meet new people to generate leads. * Study various areas aspects of market condition and work accordingly. * Reach out to individual customers and Existing customer to see if they have need or query about account. * Make sure customers understand their Product options as well as the terms and conditions that come with them. |   **Education**   |  |  |  |  | | --- | --- | --- | --- | |  | **2017-06 - 2020-05** |  | **Master of Commerce**  *Seth CL College, Gujarat University - Ahmedabad*   * Majored in Financial Accounting and Operation Research. |  |  |  |  |  | | --- | --- | --- | --- | |  | **2012-06 - 2015-05** |  | **Bachelor of Commerce**  *Gujarat Commerce College, Gujarat College –* Ahmedabad |   **Accomplishments**   * Participated in Intercollege Volleyball Tournament in Second year B.Com * Participate in 100 Meter Race &Won 1st price in School Campaign. * Project developed on “Solar Energy” in School Campaign * Successfully completed the training on “Introduction to Real Estate – Leasing Concepts” on 12’Th Feb 2020 at, The Real Estate Management Institute – REMI.   **Additional Activities**   * Completed “Tally ERP-9.0 With GST” course from Kabira Institute of Computer. * Pass out year- 30 July 2018, With Grade-A. * Course involves: Purchase and sales Bill Entries, Create purchase and sales ledger, Journal entries, Prepare bank reconciliation statement, GST knowledge. * Had done course “JOB READY MODULE” and “COMMUNICATION GROUP ACTIVITY” from One Dream for 3 months from IIM Ahmedabad, Pass out year- 2013. * Course involves: Communicative English, Computer Application, Mathematical Aptitude, Soft skills. * **Interests**   Travelling, Playing Cricket, Cycling, Learning new things | |