**CURRICULAM VITAE**

**Harshita Gautam**

Flat no.C 601,Saai Aangan,Sec 35 B,Khargar,Navi Mumbai.

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**Career Objectives:**

* To understand the organization and identify its need as well as correlate them with my goals so as to apply myself to responsibilities with the total dedication, devotion and dynamism and to grow along with the organization.

**Professional Qualification**

* CA Inter From ICAI
* Well versed with MS Office XP (Word, Excel),
* Well versed with ERP Software

**Educational Qualification:**

* M.Com.from MLSU.
* B.Com. from MLSU.
* 12th with Commerce from C.B.S.E Board in 2005 with 82%
* 10th from C.B.S.E Board in 2003 with 72%

**Last Job**

Worked with **“Seashell Logistics Pvt limited”** as an **“AccountsOfficer”**

* **Role & Responsibilities:-**
* Monthly TDS Payment
* Monthly GST Payment
* GST Returns and TDS Returns
* Bank Reconciliation Statement
* Daily Sales Report and Analysis
* Foreign remmitances
* Monthly Reports
* Assist in Finance related work
* Payment entries

**Works Experience:**

**Darcl Logistics Ltd-Accounts Officer- Corporate Office**

* **Role & Responsibilities:-**
* Preparing Quarterly MIS .
* Reporting responsibility to CFO.
* Reports regarding Loss Making Customers.
* Customer Outstanding Reports,Aging.
* Provision of Outstanding Debtors.
* Reports regarding Contract Utilisation ,Credit Limit Report and Business Plan.
* Comparing Data Actual vs Budgeted- Region Wise and Analyse them.
* Analysing data related to Customer Outstanding and Loss Making Customers.

Invoice booking in SAP of PAN India.

* Reconciliation the TDS amount with vendor as per TDS certificate.
* Team work with coordination and daily achievement of goal.
* All type of Invoices Payment follow up with treasury.
* Month end closing activity
* Checking billing,taxaton and order feeding.

**Previous Job**

* Workedwith **“MyndSolutionsPvtLimited”** since8th March2015 as an **“Accounts Executive”**

**Works Experience:**

* **Account Executive (Mynd Solutions Pvt ltd – Corporate Office)**
* **Since 8th March to October 2015**
* **Role & Responsibilities:-**
* Process of Opex, Capex and all type ofInvoices (Supply, Installation, Civil & Electric work) of the vendor.
* Daily Dashboard of Invoice Capex processing/Query/RTV invoices processed by team.
* Working on WCT Liability & Payment
* Parking of WCT Entries in SAP
* Preparation of Various MIS i.e.
* Processing vendor bills and analyzing the overhead costs.
* Preparation of Expenses Schedules.
* Monthly Closing.
* Processing & Validated MIS of Utility bills and make payment before due date.
* Maintaining Rejection MIS Tracker on daily basis and follow up with circle to resolve the case.
* Handling Vendor Payments, & doing of GRN/SRN, & rectifying entries after reconciliation.
* Provision Plotting & knock off the expenses for doing monthly closing activities.
* Resolution regarding SAP Ageing to PAN India.
* Invoice booking in SAP of PAN India.
* Team work with coordination and daily achievement of goal.
* All type of Invoices Payment follow up with treasury & operator.

**Computer Skills:**

* GoodKnowledge Of MS Office -MS Excel,Word And Power point
* Good Knowledge Of Internet
* Tally ERP & all Version of Tally.

Mail Skill

**Language Known:**

* English &Hindi

**Strengths**

* Active habits and ability to get along well with colleagues and superiors, hardworking, Quick Learner, self-confident & extrovert in nature.

##### Personal Information

* Father’s Name : Mr Suresh Chandra Gautam
* Mother’s Name : Mrs Prem Lata Gautam
* Marital Status : Married
* Date of Birth : 01-03-1988
* Nationality : Indian

##### Declaration

I Hereby Declare That above Statements Given by Me Are Correct and Thoughtful to the Best of My Knowledge. Anything Found Incorrect Will Be a Decision at Your Description.

Date:  
Place: Navi Mumbai **Harshita Gautam**