

# Harsheen Kaur Sethi

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## PROFESSIONAL SUMMARY

Detail-oriented and motivated B.Com (Hons) graduate with hands-on experience in accounting and compliance. Skilled in maintaining financial records, handling purchase/sales documentation, and using accounting tools like Tally and MS Office. Proven ability to work in a team, manage documentation, and communicate effectively. Eager to contribute to a fast-paced accounting environment and grow professionally within a dynamic company like Sanchit International.

## SKILLS SUMMARY

- **Accounting Tools:** Proficient in Tally (Basics), MS Excel (Tabular data, entry), Google Sheets, MS Office
- **Finance & Documentation:** Experience with ROC filings, MCA forms, purchase/sales data handling
- **Communication:** Fluent in English (spoken & written), clear communicator with clients and team
- **Compliance Understanding:** Exposure to corporate compliance and documentation standards
- **Organizational Skills:** Efficient in time management, meeting deadlines, and multitasking
- **Teamwork:** Comfortable collaborating with cross-functional teams
- **Problem Solving:** Quick learner, adapts to new software and handles on-ground challenges confidently

## EXPERIENCE

### Dhillon & Associates (under Chartered Accountant)

*July 2024 – Sep 2024*

- Maintained and updated financial data under supervision using MS Excel
- Assisted with the preparation of MCA forms and ROC compliance filings.
- Observed and understood Tally-based entries and internal accounting processes
- Supported the documentation and communication flow with clients
- Gained familiarity with purchase/sales document preparation and data accuracy practices

## LEADERSHIP & COORDINATION EXPERIENCE

### Secretary, College Society

- Led planning and execution of college events, coordinating with 10+ stakeholders.
- Secured sponsorships, prepared proposals, and managed event budgets.
- Recruited and managed student teams; ensured timely task completion.
- Promoted events through social media campaigns, increasing visibility and participation.
- Built strong negotiation and public speaking skills through regular engagement activities.

## EDUCATION

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| • Mata Sundri College, University of Delhi<br>Bachelor of Commerce (Hons) | New Delhi, India |
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