



Chhawani, Kota, Rajasthan



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OBJECTIVE

Accountant with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication and leadership skills to streamline office operations and support business growth.

HARSHITA SWARNKAR

ACCOUNTANT & CASHIER

SKILLS

- Good communication skills
- Successful working in a team environment, as well as independently
- Can work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

S.R. AUTOMOBILE (Ampere)

Nov 2022 to Present: Accountant & Insurance Executive

- All accounts maintain of the company (Tally).
- Maintaining Cash Book and payment and received vouchers.
- Workshop Inventory Management.
- Day wise Bank Reconciliation Statement.
- Update and maintain accounts database of the customer & sub-dealer.
- Vehicle data punch on Insurance & Vahan portal.
- Work on various software's (Tally Prime, Insurance, and Fame).

MANORANJAN (Consumer Electronics)

June-2017 to Oct-2022: Accountant & Cashier

- Petty Cash handle & Receptionist.
- Salary Preparation of Employee's.
- Retail & Dealer Bill Generate.
- All Vouchers Entered in Tally.
- Daily Mail check and revert.
- Quotation and Purchase order making.
- Banking working (NEFT, RTGS, CHEQUE)
- CRM Punching on Portal & Service.

EDUCATION

University of Kota, Rajasthan

- Bachelor of Science : 2018