

# HARSHITH G S

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## SUMMARY

Detail-oriented Finance and Accounting professional with more than 1 year of experience as an Accounts Executive, supporting Record-to-Report (RTR) processes, GL, AP, and AR functions. Hands-on experience in bookkeeping, GST compliance (GSTR-1, GSTR-3B, 2B reconciliation), bank reconciliation, and month-end closing. CA Intermediate Aspirant with strong knowledge of financial reporting, statutory compliance, direct tax basics, and audit support. Proficient in Excel, ERP systems (Zoho Books, Frappe ERP), and Power BI dashboards.

## WORK EXPERIENCE

### Karthika Consulting and solutions Pvt Ltd

Sept 2024 - Dec 2025

- Managed daily bookkeeping, accounts payable and receivable, and financial data entry.
- Prepared GST returns, reconciled GSTR-2A/2B, and ensured timely filing.
- Conducted monthly bank reconciliations to maintain error-free ledgers.
- Automated financial reports and dashboards using Power BI and Excel, improving efficiency and data visibility.
- Preparing daily, weekly and monthly revenue report
- Handled fixed asset entries, depreciation posting, and asset register maintenance.
- Maintaining Petty Expenses
- Supported month-end close activities by completing reconciliations and updating financial schedules
- Maintained accurate ledgers in Frappe ERPNXT, ensuring compliance with accounting standards.
- Generated MIS reports and maintained accurate ledgers in Frappe ERP.

### Cynaris Solutions Pvt Ltd (Internship)

Apr 2024 - May 2024

- Processed and tracked invoices, TDS, and budget preparation, supporting the finance team in accurate GST filings
- Assisted with reconciliations and updating financial records using Excel and Power BI.

### GS Provision Stores

July 2020 - Sept 2023

- Prepared and generated customer bills accurately on a daily basis.
- Recorded and maintained daily sales entries in the ledger book
- Managed and updated stock statements to ensure accurate inventory tracking.

## EDUCATION

### Community Institute of Commerce and Management Studies

Sept 2021 - July 2024

Bangalore City University

- Specialization in Finance and HR
- Bachelor of Commerce (CGPA-8.6)

### St. Joseph's Pre-university College

May 2019 - March 2021

Department of Pre-university College (Karnataka).

- Commerce MSBA (81%)

## **KEY SKILLS**

- Financial Reporting
- Invoice processing & Bank Reconciliation
- Month-End Close Activities
- Zoho Books
- GST & TDS Compliance
- Advanced MS Excel
- Power BI - Beginner

## **STRENGTHS**

- Strong analytical thinking
- High accuracy & attention to detail
- Good understanding of accounting concepts
- Ability to meet tight deadlines
- Quick learner & adaptable