

## CONTACT

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Birth Date: 05/06/1992

Language Known: English, Hindi,  
Marathi, Gujarati

## EDUCATION

- PGDM In Finance – 2015
- Degree in Commerce – 2012
- HSC in Commerce – 2009
- SSC – 2007

## TECHNOLOGIES\SKILLS

### K N O W N

- One Year Certified Course in Diploma In Finance & Accounts (DFA) from NIIT Computer Institute.
- Ms Word, Excel & Power Point.
- Accounting Software Tally 7.2, 8.1, & ERP 9.0, EazyAuto4.
- TDS & VAT Audit Software.
- Good analytical and problem solving skills.
- Sound knowledge of handling Accounting system.
- Excellent ability to sort, check, count and verify numbers.
- Strong ability to use an automated accounting system.
- Good organizational skills.
- Ability to deal with problems with patience.
- Ability to work well in groups.

# HARSHIL DHAMECHA

## OBJECTIVE

- A accountant with 12 years of management experience and a proven track record in effectively delivering accounting and financial services. Seeking a position that leverages my leadership and financial analysis experience while encouraging professional development and internal growth.
- To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## WORK EXPERIENCE

### 1. Accounts Manager in Paramount Commercial Corporation Pvt Ltd

- **Designation:** Accounts Manager
- **Duration:** 19<sup>th</sup> August 2024 to Till Date
- **Responsibility:**
  - **Accounts Job Description:** Maintaining books of a Company & Individual accounts. Day to Day all entries Check in Tally & Update. Daily Cash Flow Prepared & Update to Director. Monthly Prepared P&L & Balance Sheet & Update to Director. Prepare Monthly Stock Statement For Submission In Bank. Prepare Working & Finalize of company GST Returns. Prepare TDS Working & Generate Challan & Returns. Co-ordination with CA to any audit query. Reconciliation of Debtors and Creditors balance statement. Monthly Salary Preparation Check & Process. Preparing bank reconciliation statement & handle bank transaction. Assisting auditors for audit queries & pass the entries & books prepared for filing returns. Prepare month end creditors list & processing bills for payment.

### 2. Senior Accountant in Litolier Group

- **Designation:** Senior Accountant & Manager
- **Duration:** 13<sup>th</sup> January 2022 to 14<sup>th</sup> August 2024.
- **Responsibility:**
  - **Accounts Job Description:** Managing & Supervising books of accounts 36 Group Of Companies. Day to Day Entries Check in Tally. Prepare Working & Finalize of companies GST. GST Reconciliation Check before GST Filed. Prepare TDS Working & Generate Challan. Co-ordination with CA to returns. Reconciliation of Debtors and Creditors balance statement. Monthly Salary Preparation Check & Process. Preparing bank reconciliation statement & handle bank transaction. Preparing & analysing accounting records & financial statements reports for audit purpose. Knowledge of taxation and handling tax payments & returns. Assisting auditors for audit queries & pass the entries & books preparation filing returns. Maintain accurate records of all payments and expenditures, such as payroll and purchase orders, invoices, statements, etc. Reconcile processed work by verifying entries and comparing system reports with balances. Analyses of accounts and prepare monthly reports. Paying vendors by scheduling pay checks and ensuring that payment is made for outstanding credit, as well as responding to any requests from vendors regarding financing. Continually improving the payment process. Processing vendor bills for payment. Perform day to day financial transactions. In charge for payment activities and check the accuracy of invoicing process (3 way match).

## KEY POINTS

- Attention to Details.
- Decision-making.
- Problem-solving.
- Communication Skills
- Leadership.

## HOBBIES & INTERESTS

- Watch Movies
- Playing Box Cricket
- Exploring Nature
- Curious about New things
- Listening Music

## PERSONAL PROFILE

- Name: Harshil Dhamecha
- Gender: Male
- Marital Status: Married
- Nationality: Indian

### 3. Senior Accountant & Compliance Officer in Originative Trading Pvt Ltd

- **Designation:** Senior Accountant & Compliance Officer
- **Duration:** 3<sup>rd</sup> April 2017 to 10<sup>th</sup> December 2021.
- **Responsibility:**
  - **Accounts Job Description:** Prepare Working & Finalize All 25 group of companies GST Return (GSTR3B & GSTR1). GST Reconciliation before GST Filed. GST Registration & All GST Amendment Work & Manual Refund Application. GST Annual Return Working Draft & Filed all group of companies GSTR9 & Co-ordination & Working with CA for GSTR9C. DRC03 Filed For Reversal. Dealing With Tax Officer for Refund. Reply Show Cause Notice. MSME Application. Prepare MIS Report. Prepare TDS Working & Generate Challan. E way Bills Generate. Knowledge of payroll, monthly salary preparation Check and process. Prepare monthly profit and loss. Knowledge of taxation and handling tax payments & returns. Assisting CA for the book's preparation filing returns, Performing account reconciliations. Managing accounts receivable files and records. Creating and maintaining monthly financial and management reports. Maintaining the billing system. Maintain precise records of all incoming payments. Contact clients as needed to ensure payment of outstanding invoices. Assist with general financial management and analysis.

### 4. Operations & Accounts Executive in DSGN Fashions Pvt Ltd

- **Designation:** Operations & Accounts Executive
- **Duration:** 2<sup>nd</sup> February 2015 to 31<sup>st</sup> March 2017.
- **Responsibility:**
  - Operation Work in Ecommerce assist. Monitoring smooth office operations. Day to Day Entries in Tally. Bank Reconciliation. Generating Sales Invoice & Purchase Order. Preparation of staff salary, Petty Cash Handling & Preparation of Day Book. Making Payment to vendors. Prepare MIS Report Monthly. Reconcile accounts payable and receivable. I was assisting my senior for the book's preparation via, filing of Service tax returns, Prepare TDS Working & Generate Challan.

### 5. Accountant in Prasad Pile Projects Pvt Ltd

- **Designation:** Senior Accountant
- **Duration:** 15<sup>th</sup> January 2013 to 31<sup>st</sup> January 2015.
- **Responsibility:**
  - Entries in Tally & Bank Reconciliation & Generate PO. Book sales/purchase invoices on daily basis. Prepare outstanding details. & maintain inventory record. Preparing quotation. Professional Tax & TDS Taxation knowledge and handling tax payment. Prepare Working & Finalize VAT, CST and Service Tax Return Co-ordination with CA. Banking operation and co-ordination. Payment follow-up with clients. PF & ESIC Challan Paid.

### 6. Worked as an Training in N B Shah & Associates (CA) for 1 Year

- **Designation:** Accounts Assistant
- **Duration:** 1 Year
- **Responsibility:**
  - Updating Receipts and Payments in the System. Vendor Payment processing. Prepares payments by verifying documentation. Update accounts receivable and issue invoices. Prepare and submit weekly/monthly reports. Excellent knowledge of MS Office and familiarity with relevant computer software. Go to High Court (Court Receiver) To Collect Client Balance Sheet & Profit and Loss Account & assist to reporting. Typing client audit report co-ordination with CA

Yours faithfully,

Place: Mumbai, India.

Mr. Harshil Dhamecha