

Harsh Jain

Associate analyst

Contact

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Key Skills

Work Ethic
Time Management
Team growth mindset
Management skills
Verbal and written Communication
Organizational skills

Activities and Interests

Trekking
Drawing
Music instrument
Volunteering
Cycling

Languages

Hindi
English
Marathi

Profile

Professional and student seek challenging opportunities where I can fully use my skills and knowledge for the success of the organization and society.

Work Experience

June 2021 – Present:

Associate analyst-Invoice processing management - Professional Service

Sakon, Pune

- ✓ Invoice processing through Pdf and Report
- ✓ Identifying Invoices
- ✓ Processing invoice for Multiple clients
- ✓ Data analysis through reports for processing
- ✓ Interacting with team to manage loaded invoice on portal
- ✓ Complete study of invoices handling

August 2021 – September 2021:

Volunteering

Team Everest, Chennai

Vision to inspire everyone to make volunteering a habit

This internship was about upcycle, it was quite interesting from day one and felt challenging to upcycle 10 things. It was time consuming but total worth it, Moreover I got to know so many things about upcycling. This Activity inspired me a lot, it was very simple to convert old things into new ones withing throwing the waste into dustbin. In this activity I tried to upcycle 10 things

October 2021 – Present:

Member and Lead volunteer

Pune ploggers, Pune

- ✓ Inspiring team and volunteers to adopt sustainable practice.
- ✓ Managing and planning of campaigns

- ✓ Worked in proximity with municipal corporation, public authorities and local bodies to resolve issue of hygiene and sanitation in respective areas.
- ✓ Managing social media interaction for various activities involving both on-site and off-site campaigns.
- ✓ Coordinate with Corporates for CSR Projects

Education

2013- 2015

Higher Secondary

Ness Wadia college of commerce, Pune

- ✓ Percentage: 64%

2016 – 2020

B.com in Marketing & Management

- ✓ Savitribai Phule Pune University, Pune

Graduate with II class

2021 – 2023

M.com in Advance Accounting & Taxation

- ✓ Savitribai Phule Pune University, Pune

Graduate with I class