# Harsh anil nagpal

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| Professional Summary Organized Accounting Manager with 2.5 years of experience and extensive expertise in analyzing accounts and preparing MIS reports. Knowledgeable about Tally Prime and Microsoft office tools with commitment to efficiency, accuracy, and modernization. EDUCATION**July 2021** **Bachelors in commerce|71%**  Maharaja Sayajirao University **march 2018** **Higher secondary School Certificate|72%**  Gujarat Secondary and Higher Secondary Education Board **march 2016** **Secondary School Certificate|58%**  Gujarat Secondary and Higher Secondary Education Board  **Skills**   * Proficient in using Tally Prime * Ability to analyze financial statements, identify trends, and provide insights for decision-making. * Ability to prepare accurate financial statements, including balance sheets, income statements, and cash flow statements. * Strong analytical and critical thinking skills to identify and resolve accounting issues. * Strong analytical and critical thinking skills to identify and resolve accounting issues. * Familiar with Microsoft office tools especially with excel. Utilized advanced functions such as VLOOKUP, HLOOKUP, INDEX-MATCH, SUMIF, COUNTIF, and IF statements to analyze and manipulate financial data efficiently.   **Languages**   |  |  | | --- | --- | | * English | * Gujarati | | * Hindi | * Sindhi | |  | Experience **Accounts Payable & Management Accountant** Jhalak kalpi group|Jan 2023 – Current  **Accounts Payable**   * Verified accuracy of invoices, matching them with purchase orders and receipts. * Managed vendor relationships, including setting up new vendors, negotiating payment terms, and resolving any billing or payment inquiries. * Conducted regular reconciliation of accounts payable sub-ledger with the general ledger, ensuring accuracy and identifying any discrepancies. * Ensuring every payment cycle is processed timely and accurately. * Processed salaries of employees and resolved queries of employees related to salaries.   **Management Accountant**   * Preparing MIS reports and providing commentaries on every exceptional item. * Compiling reports of Jhalak and Kalpi to prepare financial statements of Group as a whole. * Assisting external auditors in various audits, finalization of accounts and income tax returns.   **accounts executive**  Jhalak|Feb 2022 – Dec 2022   * Accounting of sales and purchases from organization's TPS (Alpha) into Tally Prime. * Preparing sales report as per GSTR 1 format to file GST returns. * Reconciling GSTR 2B/2A with purchase book and providing appropriate adjustments. * Prepared forecasts to gain understanding of measures needed to grow business and comparing the actuals with the forecast after determining the reasons for such variances. * Developed a standard rule to account sales through every salesperson into TSP to minimize the chance of errors. * Providing year-end adjustments and assisting auditors in finalization of accounts.  Junior AccountantBhavika sarees|Jan 2021 – Jan 2022  * Accounting of daily transactions viz., sales, purchases and expenses into Tally ERP 9. * Preparing bank reconciling statements on a monthly basis to assist owners to maintain enough balances for cheques issued. * Preparing and submitting stock statement on Quarterly basis to banks. * Assisting Senior Accountant in preparation of financial statements. |