

# Harshit kumar Verma

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Bhilai, Chhattisgarh | 8817367654 | harshitverma1989@gmail.com

Dear Sir/Ma'm

I am submitting herewith my resume for your perusal and consideration for the relevant post in Finance audit, software basic implementation and consultant, Cost Accounting, MIS, Sustainability Reporting, Data Management and related activities in your organization.

I am a qualified professional and holds certificates for B. Com. and **ICWA (Inter) from Pt. Ravishankar Shukla University, Raipur(CG) and Indian Institute of Cost Accountants of India, respectively.**

I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization. My core competencies are based on my skills to construct and monitor cost-effective data accumulation systems to provide an appropriate level of costing information to management.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and good communication skills. My basic objective is to hone my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world.

I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

Harshit Kumar Verma

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## WORK EXPERIENCE IN A NUTSHELL

Currently I am employed as an officer in Audit department monitoring and verify payment voucher, cheque, sales voucher, and stock audit. My previous experience lies in Enterprise Sustainability Performance Software for mapping and analyzing Environmental Health & Safety, Energy & Carbon Management and Sustainability Management & Reporting Auditing, Accounting and Commercial Finance Management Information System.

Current employment offers me a platform to work with audit department monitoring and payment voucher verify with purchase order and party bill, cheque verify with party's ledger and tax verify. Sales order verify by approval. We also participate in 5 s audit in our department and monthly stock audit or physical verification.

## EDUCATION

### **ICAI (INTER) | DEC 2010 | Institute of Cost Accountants of India**

Finance & Cost Accounts, Operation & Cost Audit, Taxation, Finance & Strategic Management, Capital Market & Corporate Laws, Enterprise Resource Management, Business Valuation,

### **BACHLOR OF COMMERCE | 2010 | Pt. Ravishankar Shukla University, Raipur**

Accounts, Business Mathematics & Statistics, Audit & Taxation, Business Environment, Mercantile & Corporate Law, Financial Management

### **DIPLOMA IN FINANCIAL MANAGEMENT (Distance Education) | 2008 | AIIMS, Chennai**

Management Accounting, Economic Legislation, Indian Financial System, Finance Management

## EXPERIENCE

### **AUDIT OFFICER | JAISWAL NECO INDUSTRIES LIMITED (RAIPUR) | APRIL 2019 – TILL DATE**

- Verify Payment voucher with purchase order and party bill and seeing attached analysis report of rice husk moist quality report, if coal GCV if below then limit check the debit the amount and if above then limit GCV check credit amount . In payment voucher check quantity with GRN (Goods receipt note) any tax GST rate is correct.
- Cheque verify with payment voucher and ledger.
- Sales order verify with approval.
- Monthly physical verification in store and prepare report rejection list and pending items.
- Preparing individual monthly audit point which noted any mistake found in payment voucher or any point which is related to company
- Quarterly prepare trial balance from software and verify party debit balance and check how's long is balance is debit.
- Participate 5 S audit and do internal department audit as per weakly schedule.

### **DATA MANAGER | THINKSTEP SUSTAINABILITY SOLUTIONS PVT.LTD (BHILAI) | MARCH 2017 – MARCH 2019**

- Filling of questionnaire constructed for gauging Sustainability Health of the Client Organization and preparing reports based on collected data and upload the same with appropriate remarks and comments.
- Feeding of Data collected in relevant section of SoFi software (environment, heath, HR, Carbon Footprint) to create analytical report for sustainability reporting & GRI Index
- Assisting in Project Monitoring by preparing Project Schedules, Milestone, completion time, Benchmarking, KPI etc
- Assist in on-site Field Data Collection

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**ACCOUNTS EXECUTIVE | RUBY HALL CLINIC (ACCOUNTS EXECUTIVE PUNE) | APRIL 2014- NOVEMBER 2016**

- Patient’s database Management & Invoicing
- Analytical reports & accounting entries

**COST TRAINEE (INTERN) | ASUTOSH & ASSOCIATES (COST ACCOUNTANT BHUBANESWAR) | MAY 2011- FEBUARY 2014**

- Stock Audit of Automobile Showrooms, Hotels and Medical Stores.
- Cost Audit Report, Compliance Report and CAS -4 for Jute Manufacturing Unit and a Construction Company.
- Internal Audit of Trading and Manufacturing Companies
- Basic Accounting activities such as Book Keeping, Reconciliation, etc for various companies.

SKILLS & ABILITIES

**MANAGEMENT**

Personnel & Operation Management  
(Projects)

**AUDIT**

Internal, Statutory and Plant Operation

**REPORTS**

Need based Financial Reports

HOBBIES & INTEREST

- Follow the financial market, Reading books on reasoning and aptitude

PERSONAL INFORMATION

DOB: 5<sup>th</sup> July 1989 | Gender: Male | Nationality: Indian | Marital Status: Bachelor | Citizenship: Permanent Resident