

# Joshi Harsh

Aspiring Export-Import Sales Executive | Accounting & Documentation Background

Motivated commerce graduate with over 3 years of experience in accounting, documentation, and logistics support. Currently pursuing an MBA in Marketing & International Business with a strong desire to transition into an export-import sales executive role. Eager to apply my background in financial operations and client communication to contribute to international trade, customer acquisition, and export growth.

📍 Rajkot    📞 [9265700079](tel:9265700079)    @ [joshiharsh42774@gmail.com](mailto:joshiharsh42774@gmail.com)

## Experience

### Epsilon Logistics LLP

Accounts Executive (Domestic Logistics Operations)

Rajkot, Gujarat

April, 2024 - Present

- Maintained financial records for domestic logistics operations involving rail, vessel, and road transport.
- Verified service invoices, matched billing rates, and tracked cash flows across regional branches.
- Coordinated internally with logistics and sales departments for billing accuracy and delivery scheduling.
- Prepared cost comparison sheets for multi-modal movements, enabling route optimisation
- Supported the sales team with freight rate data and drafted quotations for high-volume customers.

### Berusk Exports LLP

Export Documentation Executive

Rajkot, Gujarat

April, 2022 - March, 2024

- Prepared and maintained export-related records, including BRCs, commercial invoices, and shipping documents.
- Collaborated with the export team to support documentation accuracy and timely submissions.
- Generated draft pro forma invoices and quotations under supervision, gaining familiarity with Incoterms and cost structure.
- Coordinated with freight forwarders to secure competitive sea-freight rates and schedule container bookings.
- Followed up with banks and overseas customers on post-shipment documents (BL, COO, shipping bill) to secure on-time payment realization.
- Matched GSTR-1 & GSTR-2B with purchase and sales data, ensuring compliance for exported goods.
- Maintain vouchers related export invoices
- Tracked employee time and attendance for payroll
- Posted financial data in Excel spreadsheets and managed inventory

## Awards

District level Chess Player

## Interests

Chess

## Skills

Logistics Documentation & Coordination

Knowledge of Export Documentation

Tally Prime, ERP & GST/TDS Compliance

Client Communication (via email & internal coordination)

Advanced Excel (VLOOKUP, HLOOKUP, XLOOKUP & Pivot)

Cross-Functional Team Collaboration

Time & Task Management

Problem Solving & Adaptability

Cash flow statements mastery

Bookkeeping expertise

## Education

Parul University

MBA

October-2024 to June-2026

Atmiya University

Bachelor of Commerce

April, 2022

Shree Swaminarayan Gurukul

Higher Secondary Certificate

March, 2019

Shree Vivekanand Vidhya Mandir

Secondary School Certificate

March, 2017

## Certifications

Import-Export Management

Parul University

Microfinance

Parul University

C.C.C.

## Languages

English



Hindi



Gujarati

Mother Tongue

