



HARSHA SHAJI

Accountant

Profile

An organised and dedicated accountant with 2 years and 2 month of experience handling financial records, bank reconciliation, and promising correct reporting. Capable of using ERP software Tally 9, Tally Prime, and Microsoft Office. Actively looking for opportunities as an accountant with a reputed organisation.

Work Experience

July 2024	Consolidated Lifting Equipment LLC-Abu Dhabi Accountant cum Admin (Internship)
- September 2024	This role includes distributing petty cash, reconciling supplier accounts, managing communications through phone calls, emails, and guest greetings, checking invoices for accuracy, preparing purchase orders and quotes, and filing taxes for compliance.
January 2024	Season Rubbers Private Limited-India Accountant
- June 2024	This role includes maintaining supplier information, preparing financial reports, managing inventories, processing invoices and payments, and handling accounts payable and receivable. It also involves issuing debit and credit notes, reconciling bank statements, processing payroll, managing monthly bank reconciliations and cash flow statements, and assisting with tax matters.
June 2022	Aji Associates-India Accountant cum Audit Assistant
- December 2023	This role involves posting journal entries, assisting in the creation of financial reports and statements, and reconciling bank statements. Responsibilities include entering financial data into accounting software, monthly account reconciliations, supporting audits, preparing and filing tax returns, and addressing client inquiries. Additional accounting-related duties may also be assigned.

Languages Known

English	★★★★☆
Hindi	★★★★☆
Malayalam	★★★★★

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Flat 1302, 25th building,
Al Hisn St., Abu Dhabi, UAE.

Education

Master of Commerce
Mahatma Gandhi University
2019 - 2021

Bachelor of Commerce
Mahatma Gandhi University
2016 - 2019

Personal Skills

Quick learner

Adaptive

Punctuality

Communication Skills

Software Skills

Tally ERP 9 And Prime

VAT

MS Office (MS Word ,MS Excel
,MS Power Point)