HARSHA SHAJI

Accountant

CAREER OBJECTIVE

To obtain a challenging and rewarding accounting position that utilizes my skills and experience to contribute to the company's success.

EDUCATION

M.COM FINANCE AND TAXATION | 2019 - 2022
MES COLLEGE ERUMELY
MAHATMA GANDHI UNIVERSITY
3.35 SGPA

B.COM COMPUTER APPLICATION | 2016 - 2019
ST. DOMINIC'S COLLEGE KANJIRAPPALLY
MAHATMA GANDHI UNIVERSITY
8.24 CCPA

HIGHER SECONDARY | 2014 - 2016
ST. THOMAS HSS, ERUMELY
BOARD OF HIGHER SECONDARY EXAMINATION KERALA, INDIA
82 percentage

STANDARD X (SSLC) | 2014
ASSUMPTION HIGH SCHOOL, PALAMBRA
BOARD OF PUBLIC EXAMINATION, KERALA, INDIA
83 PERCENTAGE

EXPERIENCE

ACCOUNTANT | JAN 2024 - JUNE 2024
SEASON RUBBERS PRIVATE LIMITED(THURUTHIPADAVU,KOOVAPPALLY P.O,KERALA, INDIA)

- Maintain and update supplier and vendor information, and manage accurate inventory records.
- Prepare financial reports, journals, ledgers, trial balances, profit and loss accounts, and balance sheets.
- Handle bank transfers, check payments, and issue debit and credit notes.
- Calculate salesmen's commissions and distribute petty cash with proper documentation.
- Audit financial transactions and documents for accuracy and compliance.

ACCOUNTANT CUM AUDIT ASSISTANT | JUNE 2022 - DEC 2023
AJI ASSOCIATES (KANJIRAPPALLY P.O,KERALA, INDIA)

- Record and manage all business transactions.
- Prepare balance sheets, income statements, and financial reports.
- Maintain, reconcile, and audit all accounts and financial documents.

CONTACT

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

TECHNICAL SKILLS

Tally ERP 9 And Prime | VAT | MS Office (Word , Excel , Power Point)

PERSONAL SKILLS

- Quick learner
- Adaptive
- Punctual
- Communication Skills

ACHIEVEMENTS

- Attained certification in Tally ERP 9.
- Executed a company project, analyzing Customer Satisfaction with services at the Yamaha showroom within connect motors Company, Trivandrum, India.