



# HARSHA SHAJI

## Accountant

### Objective

To secure a challenging accounting position with a dynamic organization that will allow me to utilize my knowledge and skills in the field of accounting.

### 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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/harsha-shaji

### Technical Skills

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

### Personal Skills

- Quick learner
- Adaptive
- Punctuality
- 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.