

## ► HARSHA SHAJI

Perumpalliyazhathu (H),  
Koovappally P.O .  
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### Languages Known

- English  
(Intermediate)
- Hindi
- Malayalam

### Software Skills

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

### Personal Skills

- Quick learner
- Adaptive
- Punctuality
- Communication Skills

### Objectives

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 (2019-2021)  
MES College Erumely  
Mahatma Gandhi University
- B.Com Computer Application (2016-2019)  
St. Dominic's College Kanjirappally  
Mahatma Gandhi University
- Higher Secondary (2014-2016)  
St. Thomas HSS, Erumely  
Board Of Higher Secondary Examination Kerala, India
- SSLC (2014)  
Assumption High School, Palambra  
Board of Public Examination, Kerala, India

### Experience

**ACCOUNTANT** (1<sup>ST</sup> January 2024 –Present)

Season Rubbers Private Limited (Thuruthipadavu, Koovappally P.O, Kerala, India)

## 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.

- Maintaining and updating suppliers information
- Prepares financial reports by collecting and analyzing , and summarizing account information.
- Prepares journals , ledgers and trial balance, profit and loss account and balance sheet.
- Managing inventories and maintaining accurate records.
- Prepare, arrange, and release bank transfers and check payments.
- Prepare and issue of debit note and credit note.
- Maintaining and reconciling the vendor accounts in the system
- Calculation and accounting of commission of salesman.
- Distribute petty cash after thorough verification and recording of supporting document.
- Audit financial Transactions and documents.

**ACCOUNTANT cum AUDIT ASSISTANT**(20<sup>th</sup> June 2022–30<sup>th</sup> December 2023)  
Aji Associates (Kanjirappally P.O,Kerala, India)

- Post and process journal entries to ensure all business transactions are recorded.
- Assist in the processing of balance sheet , income statements.
- Prepares journals , ledgers and trial balance, profit and loss account and balance sheet.
- Prepare, arrange, and release bank transfers and check payments.
- Maintaining and reconciling the all accounts in the system
- Audit financial transactions and documents.
- Manage all accounting transactions.

## Declaration

I do hereby declare that all the information and details given above are true to the best of my knowledge.

HARSHA SHAJI