**CURRICULUM VITAE**  
  
HARSH VARDHAN  
H.No-777  
Sector-04  
Panchkula  
+919815551563, +918195829812  
  
E-mail :[sayhiharry@gmail.com](mailto:sayhiharry@gmail.com)   
  
  
***CAREER OBJECTIVES***  
  
Developing strong interpersonal & technical skills and moving steadily upward in the organization hierarchy with continuous learning being hardworking & always ready to learn. I am confident that I will make significant contribution to the organization whom I work with.

***EDUCATIONAL QUALIFICATION***

* Passed Matriculation from C.B.S.E Board
* Passed Senior Secondary from PB Board
* Passed BA from CMJ University

***PROFESSIONAL QUALIFICATION***

* Diploma in Computer Basics & Internet.
* Expertise in Universal Accounting Pro software.
* Certification in Graphic Designing ( CorelDraw)
* Certification& Training in Digital Marketing ( SEO, SMO )

***STRENGTHS***

* Hard-work, Punctuality, Easy adaptability to new environment

***WORK EXPERIENCE***

* **Worked as “Management Trainee” at *TIMES ESTATE(Realty group)* OFFICE ADDRESS : B-424, Sushant Lok-I, Gurgaon-122001 (October 2008- December 2015). Profile :**Handling sales team, updating company records with the new projects launched in the area, personal meetings with the marketing force of reputed builders like DLF, Unitech, Bestech, Ansals, Suncity etc. Sending bulk sms and posting advertisement on property portals like 99acres, magicbricks, quikr, locanto, olx etc. Assisting in documentation of the clients, Assisting the investors about further investment portfolios and all office correspondence involved.
* **Worked as “ Assistant Admin Manager” at CHANDIGARH NET VENTURES, SECTOR-17, CHANDIGARH (Dec2015 - Sep 2016**)

**Profile :**My profile here includes all the office correspondence, attendance roasters, Also worked as Team Leader support for an IT based company working for a client based in UK. The client was a famed retail company of London which outsourced a virtual backend for their office as an assistance. We were given three primary work to do like Data Entry,

Sales Assistance, Assistant Accountant

**Data Entry/Listings** over web-portals/e-commerce portals, extensive browse browsing includes, little content work.

**Sales Assistant Work** includes again extensive web browsing giving our clients tips or consulting to increase sales volume by increasing purchase of most selling items over e-commerce portals.

**Online Accountant** includes making accounting/probability reports, pickup sheets from the raw sources, fixing up the online & offline reports. Our reports are totally based on OMS downloaded report, got from the website of that single day. We have to split that into offline profitability report, online profitability/online probabilty report.

* **Worked as “ AccountsReceivable Manager ” at Bluefield Transport Company at SCO-64, II Level, Sector-32, Chandigarh (Sep 2016-Present)**

**Profile :** Load booking through power-dat, truckersedge.com and other available portals, Help company drivers in dispatch and en-route issues if arising, Handle dedicated TMS softwares of dedicated clients like Pepsi Logistics, Kimberly Clark, Pepsi Beverages, Dole Produce, Earthbound, Steve Fairfield etc. Currently working on transit in US states of PA, TN, VA, NC, SC, CA, AZ, MI, MO, IN, OH, KY.

**In Accounting -** Use to make invoices, bills & accounting reports, and sending payment reminders to the customers etc. Widely worked on PCS software!

***HOBBIES***

* Playing Cricket
* Listening Music
* Making new friends
* Reading Books

***PERSONAL PROFILE***  
  
Name : Mr. Harsh Vardhan  
Father’s Name : Sh. S.K.Swami  
Date of Birth : 26 July 1987  
Sex : Male  
Martial Status : Single  
Nationality : Indian  
Permanent Address : #777, Sector-4, Panchkula(Haryana)  
Languages Known : English, Hindi, Punjabi