

HARSHA K



CONTACT

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0526051841

PERSONAL DETAILS

Marital Status : MARRIED

Nationality : INDIAN

Passport : S8910768

Gender : FEMALE

SKILLS

ATTENTION TO DETAIL,
EFFECTIVE COMMUNICATION,
GENERAL BUSINESS
KNOWLEDGE, CRITICAL
THINKING, SOFTWARE
PROFICIENCY, STANDARDS OF
ACCOUNTING, ACTIVE
LEARNING.

LANGUAGES

ENGLISH

MALAYALAM

HINDI

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

NATIONAL RADIO ELECTRONICS (NRE)

01-08-2021 - 31-08-2022

ACCOUNTANT AND HR

FOCUS 7 ACCOUNTING SOFTWARE,

SAP ACCOUNTING SOFTWARE,

GST PURCHASE,

GST BILLING,

PAYROLL PREPARATION,

NLC PRICING,

NET BANKING TRANSACTIONS (NEFT/RTGS TRANSACTIONS).

EDUCATION

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)

2014-2016

BACHELOR'S DEGREE(BCOM)

B

G-TEC COMPUTER EDUCATION

2019

TALLY, GCC-VAT,MICROSOFT(EXCEL, WORLD, POWERPOINT)

A

BOARD OF HIGHER SECONDARY EDUCATION

2013

HIGHER SECONDARY SCHOOL

B

BOARD OF PUBLIC EXAMINATION KERALA

2011

SSLC(SECONDARY SCHOOL LEAVING CERTIFICATE)

B