

# HARSHA KUMARI



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☎ 0562419031

📍 Bur Dubai

## 🚀 SKILLS

- Knowledge In Tally
- Leadership Support
- Utilizing GST Software
- Problem Solving
- Employee Relations
- Good Telephone Etiquette
- Self-Motivated
- Active listening

## 👤 PERSONAL DETAILS

Date of Birth : 13/09/2000

Marital Status : Unmarried

Nationality : Indian

Visa status : Visit visa

Avaliability : Can join immediately

## 🗣️ LANGUAGES

English, Hindi, Sindhi

## 🎯 OBJECTIVE

An Enthusiastic person with good hardworking and dedicated personality. I have good communication skills and good interpersonal skills, and easily adaptable, I want to use my knowledge and skills to gain practical exposure and understand the functioning of organization. I'd like to learn on the job and grow professionally and personally to.

## 💼 EXPERIENCE

SPEQTA TAXSOFT & COMPLIANCE LLP (Sale Jan 2022 - Dec2023  
Executive And Customer Service Support)

- Building and maintaining business relationship with clients.
- Exhibits polite and professional communication via phone and email.
- Using methods such as networking cold calling etc to spot opportunities and cultivate trust with potential customers.
- Follow-up with incomplete procedures and payment.
- Follow the market trends and continuously refurbish knowledge on products and services
- Handling CRM (Customer Relationship Management).
- Providing software demo .

Tiwari Associates (CA Intern)

Octo2019 - March 2020

- Passing day to day entries.
- Booking purchase and sale invoices.
- Passing payment and receipt entries.
- Handling petty cash.

## 🎓 EDUCATION

**Bachelor of commerce**

2021

C.S.J.M university, kanpur

**Plus two commerce**

2018

UP Board, Allahabad

## 👤 RESPONSIBILITIES AND ACHIVEMENTS

- Prospecting and Lead Generation
- Client Realtionship Management
- Sale Negotiation and Closing
- Teamwork and Collaboration