



# HARSHAD SHA

| Mobile: **+971 567369558** Email : **Harshadkp04@gmail.com** |

## OBJECTIVE

To enhance a career that tests my professional abilities, add value and make an attempt to achieve organization and individual goals, also to further enhance my skills through learning and meet the challenges in any giving chance.

## ACADEMIC QUALIFICATIONS

### BACHELORS OF COMMERCE

CALICUT UNIVERSITY, KERALA, INDIA

### HIGHER SECONDARY EXAMINATION

GOVT. KERALA HSE EXAMINATION, KERALA INDIA

### SECONDARY EDUCATION

BOARD OF PUBLIC EXAMINATION KERALA STATE

## WORK EXPERIENCE

- **NAJMAT AL SHUWAIHEEN ELECTWARE TR** building meterial company UAE  
Duration : November 2021 to December 2023 ( 2 Years )  
Designation : Customer manager cum Accountant
- Accounting and office Administration at **ROLEX TRAVEL AND TRADE LINKS MUMBAI**  
Duration : April 2017 to March 2020 ( 3 Years )  
Designation : UMBRA Visa Process ( Mofa prepration and EMBASSY Process )

## JOB RESPONSIBILITIES

- Prepared monthly statement by collecting client data
- Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
- Auditing accounts of various client Organization
- Prepare the quarterly and annual statement by assembling data
- prepare social report by studying variants: preparing budgets; developing forecast
- assist in developing relationship with both business and individual clients.
- Provide financial analysis upon completion of fieldwork to improve client internal controls and accounting procedures

## COMPUTER QUALIFICATION

- ◆ MS OFFICE
- ◆ TALLY
- ◆ EXCEL
- ◆ INTERNET APPLICATIONS

## DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

**HARSHAD SHA**

## PROFESSIONAL SKILLS

Excellent Communication, listening and motivating skills

Ability to learn quickly is my forte that has helped me successfully manage various jobs given

Ability to work with a team of dedicated professionals for achieving the deadlines for the execution of work

## LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Arabic
- Malayalam

## PERSONAL DETAILS

Dob : 5-2-1996

Nationality : Indian

Sex : Male

Religion : Muslim

Marital Status : Married

## PASSPORT DETAILS

Passport No : R5027418

Date of issue : 14/11/2017

Expiry : 13/11/2027

Place of issue : Kozhikode