



HARSHA K CHANDRASENAN

Accountant

PROFILE

Highly analytical, result - driven accountant skilled at working quickly and accurately under tight deadlines. Adapt at all functions of accounting including tally, balancing sheets, processing payments, managing accounts payable and providing administrative and office support. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

EXPERIENCE

01 June 2022 - 30 April 2023

CAJ Management Tax And Financial Consultants (Kerala, India)

AUDIT AND ACCOUNTS ASSOCIATES

- Worked under the chief consultant to handle tasks such as GST and Income Tax matters
- Maintained constant contact with clients in order to ensure that their needs were met and their accounts were in satisfactory standing
- Completed financial and accounting tasks such as bookkeeping, auditing, accounting reviews and compilation of financial statements

20 September 2021 - 25 May 2022

Kerala State Backward Class Development Corporation Ltd.
(Govt. Of Kerala)

OFFICE ASSISTANT

- Trained in MS Office and Documentation
- Maintaining and updating filing, inventory, mailing and database systems both manually and using a computer
- Trained in Data entry, Implementation of loan schemes and other office procedures
- Greeting visitors entering the office determined the nature and purpose of visit and directed them to the appropriate destination
- Answering and maintaining incoming and outgoing calls while recording accurate messages

CONTACT DETAILS

Address

Sharjah

Phone

+971 563598389

Email ID

harshakadavath123@gmail.com

PERSONAL PROFILE

AGE / DOB : 20/07/1998

NATIONALITY : INDIAN

PASSPORT NO : V9990250

VISA STATUS : VISIT VISA

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

SKILLS

- Communication
- Critical thinking
- Time management
- Ability to handle multiple tasks and works
- Office Administration
- Data management
- Decision making
- Problem solving

PROFESSIONAL SKILLS

- MS Office
- Tally
- Bookkeeping
- Journal entries
- Balancesheet reconciliation
- Tax returns
- Annual accounts

INTERNSHIP

11 April 2018 - 11 May 2018

Vilvattom service co - operative Bank Thrissur, Kerala

OFFICE INTERN

- Was responsible for multiple administrative duties, maintained reports and records
- Enhanced relationship and build customer loyalty by delivering quality customer service
- Assist in weekly or monthly reporting to management
- Assist with monthly financial statement review and analysis
- Maintained a clean and organised work environment and executed other duties as assigned by manager

ACADEMIC HISTORY

Master's degree - M.com (Marketing)

From Sree Keralavarma College, Thrissur, Kerala
(University of Calicut) 2019 - 2021 77%

Bachelor's degree - B.com (Finance)

From Vimala College (Autonomous) Thrissur, Kerala
(University of Calicut) 2016 - 2019 82%

Additional Bachelor's degree - B.com (Co-operation)

Additional specialization degree From University of Calicut, Kerala 2023

XII Higher secondary - Commerce

From Vivekodayam Boys Higher Secondary School, Thrissur, Kerala 2014 - 2016 91%

SSLC

From Sacred Heart Convent Girls Higher Secondary School, Thrissur, Kerala 2014 95%

TRAINING AND CERTIFICATE

- Completed certificate course in 'Tally' from Electronics Corporation of India Limited (Govt. Of India)
- Participated in the training programme 'Seminar on Union Budget 2019-2020' conducted by Accountants Academy