



HARSHAD S

ACCOUNTANT

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Profile

To obtain an accountant position where I can apply my skills and knowledge in accounting and data entry, and contribute to the growth and success of the organization.

Languages

English
Hindi
Arabic
Kannada
Urdu

Skills

- Proficient in Microsoft Excel, Office, and Tally
- Experienced in VAT return
- Strong attention to detail and accuracy
- Excellent time management and organizational skills
- Effective communication and interpersonal skills

Education

(2015–2018)

KUVEMPU UNIVERSITY
Bachelor of Commerce

Experience

**SIGNATCHER SMOKING GENERAL TRADING LLC,
UMM AL QUWAIN JANUARY 2023 – MARCH 2023**

- Managed daily accounting operations, including accounts payable and receivable, journal entries, and reconciliations
- Prepared financial statements and reports for management review
- Processed data entry for invoices, receipts, and other financial transactions
- Assisted with VAT return filing and compliance

**AL KHAIMAH SUPERMARKET, RAS AL KHAIMAH
JANUARY 2022 – DECEMBER 2022**

- Maintained accurate and up-to-date financial records and transactions
- Prepared monthly financial reports and analyzed financial data for trends and variances
- Processed data entry for sales, purchases, and expenses
- Assisted with inventory management and reconciliation

**AL QSAR ELECTRONICS, RAS AL KHAIMAH
NOVEMBER 2018 – DECEMBER 2020**

- Managed cash register and handled customer transactions
- Maintained daily accounting records and prepared reports for management
- Processed data entry for accounts payable and receivable
- Assisted with inventory management and stock control