

HARISH HONNAYYA GOWDA

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CAREER OBJECTIVE

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

WORK EXPERIENCE

Company : Pace Soft Technologies, Mangalore, India
Position : Accounts Assistant
Duration : 1 Year

Job Description:

- Monitoring daily communications and answering any queries.
- Posting day to day entries in tally.
- Preparing LPO.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Account statement entries.
- Cash payment and receiving voucher making.
- Checking ship arrival dates.

SKILLS

- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Proficiency with spreadsheet software.
- High level of accuracy.
- Extremely organized in a manner that is easily read by others.
- Trustworthy and discreet when dealing with confidential information.
- Administrative skills.

TECHNICAL SKILLS

- MS Office (Word, Excel, Power Point)
- Tally Erp.9

ACADEMIC QUALIFICATION

- **B.COM**
Pompei college aikala,
mangaluru in 2022
- **COMMERCE**
Pompei pre university college aikala
mangalore in 2019
- **S.S.L.C**
Mukthi Prakash High School, Neerude, Mangalore
2017

PERSONAL INFORMATION

Date of Birth	: 01-04-2002
Marital Status	: Single
Nationality	: Indian
Language	: English, Hindi, Kannada, Tulu, Konkani
Visa Status	: Visit Visa
Passport No	: X3911200
Passport Expiry date	: 11-02-2034

DECLARATION

I hereby declare that the above statements are true and current as best of my knowledge and belief, I hope that above written will suit to your requirement.

HARISH HONNAYYA GOWDA