

HARSH ROHILLA

ACCOUNTS EXECUTIVE

CONTACT

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Nangloi, West Delhi-110041.

SKILLS

- Accounting & Book keeping
- Tally ERP – 9
- Good knowledge of Excel
- Coordination With vendor & internal team
- Filling records of daily transactions
- Cash management
- Data safety & security
- Hardworking, Trustworthy
Communication skills

LANGUAGE

- English
- Hindi

HOBBY

- Travelling
- Listening songs

An effective team player with a positive attitude and willingness to learn new concepts and lead an organization from the front. Highly skilled at generating and analyzing financial reports, leading cash flow analysis, and refining tax plans.

Making sure that the work assigned gets done on time with accurate information.

WORK EXPERIENCES

OLX INDIA PRIVATE LIMITED APR 2022 - CURRENT

Roles & responsibility :-

- Invoice checking and processing
- Posting entries to ensure business transactions are recorded
- Reconciliation of vendor ledger
- Making Vendor Payments
- Cash Flow- Daily Cash Flow preparation & Sharing
- Bank Reconciliation
- Reporting to Management
- Maintaining Petty Cash
- Collected and maintained accurate data needed for effective forecasting.

ASIAN CERTIFICATION BODY OCT 2020 –APR 2022

Roles & responsibility :-

- Updating accounts receivables & issuing invoices
- Accounting entries & Purchase entries
- General bookkeeping
- Reconciliation of Ledger
- Bank reconciliation & Expenses reports
- Cash management
- Keeping records in tally
- Making payments to vendors

CA V.D SHARMA AND ASSOCIATES Jan 2017 - Sep 2020

Roles & responsibility: -

- General bookkeeping of multiple clients
- Keeping records in tally.
- Bank reconciliation, Expenses reports, Cash management.
- Filling GST Returns
- Maintaining petty cash book - for daily tasks such as stationery, food, water, other expenses, etc.

EDUCATION

- Graduate in B.COM from Delhi University.
- Cleared 12th from CBSE in 2017.
- Cleared 10th from CBSE in 2015.