

HARSH SHRIVASTAV

ACCOUNTANT ASSISTANT





CONTACT INFORMATION

 MALE

 18TH MARCH,2000

 shrivastavharsh14@gmail.com

 9910472523

 9/2953 street no.1 Dharam Pura Gandhi Nagar
Delhi 110031

OBJECTIVE

• Accountant Assistant is helping the accounting of the company with creating and maintaining various records concerned with the Financial Transactions Occurring inside the currently doing company Such as Purchase Order , Sales Invoices, Cheque , Bills and Cash transactions and so on.

To obtain challenging and rewarding full time position of Accounts with growth and learning opportunities in supportive,challenging work environment that would take advantage of my work experience.

SKILLS

Computer:

Word, Excel, Powerpoint ,Email

Language:

English, Hindi,Sanskrit ,Programming languages

Skills:

Communication , Web Designing , Team working

EDUCATION

- April 2014 - March 2015
D.A.V SR SEC SCHOOL NO-1 delhi, Secondary School Examination
Class X Academic Performance with 5.60% with multiple subjects
- April 2016 - March 2017
D.A.V SR SEC SCHOOL NO-1 delhi, Senior Secondary Education
Class XII Academic Performance with Marks Obtained 70% with multiple Arts Subjects
- Jan18 - Jan21
Delhi University , New Delhi Bachelor of Arts
Bachelor's Degree obtained Marks 569 out of 1200 with the Third Division
- Jan22 - Jan22
IGNOU University, New Delhi, Master of Arts (Political Science)
Currently Perusing Master of Arts with ta subject of Political Science from IGNOU University

WORK EXPERIENCE

- DEC 2018 - APRIL 2022
Veenus Enterprise Delhi , Gandhi Nagar, Accountant Assistant,
 - Last 3 year working in the firm as Accounting in data entry operator
 - Occurring inside the currently doing company in the Prod Gst Software Such as Purchase Order , Sales Invoices, Cheque , Bills and Cash transactions, Gst Invoices and E- way Bills so on.
 - Worked with departments across the company, including marketing and project management, in developing new ideas, initiatives, products, and service
 - Bytsoft CRM Billing software that maintain them Gst invoice, E-way bill.Maintain Sale invoices Or Purchase Invoices
- JUN 2021 - APRIL 2022
Digital Marketing Executive, Delhi, DIGITAL MARKETING
 - In the Digital Marketing working in S.E.O (Search Engine Optimization)
Posted Articles of products on multiple Sites
Doing Part Time work form home .

CERTIFICATIONS

2019: Certificate of Web Designing from Asian Pacific Learning Leverage Training Center

DIPLOMA COURSE

Web Design

I complete one year course in web designing. Which I learn about programming languages HTML, JAVA SCRIPT, CSS (cascading style sheet).