



HAREESH G S

CONTACT

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INFO

Nationality: Indian

State: Kerala

Date of Birth: 03-NOV-1990

Passport Number: M2566233

Marital Status: Single

Driving License: Indian

Language known

English, Hindi, Malayalam and Tamil

QUALIFICATION

- X, XII-HSE (COMMERCE)
- BACHELOR OF COMMERCE –
(CO - OPERATION)
- MASTER OF COMMERCE –
(FINANCE)

KEY SKILLS

- ❖ TALLY PRIME ERP 9.0 (ACCOUNTING PACKAGES)
- ❖ MS OFFICE (WORD & EXCEL)
- ❖ GENERAL ACCOUNTING
- ❖ GENERAL LEDGER
- ❖ CASH ACCOUNTING
- ❖ BANK RECONCILIATIONS
- ❖ ONLINE BANK TRANSCATIONS
- ❖ TIME MANAGEMENT
- ❖ EXPENSES AND RECONCILIATIONS
- ❖ GOODS AND SERVICE TAX
- ❖ PETTY CASH MANAGEMENT
- ❖ ESI AND PF RETURNS



PROFILE

ACCOUNTING PROFESSIONAL WITH OVER 7 YEARS OF EXPERIENCE IN A TARGET DRIVEN ENVIRONMENT. PROVEN TRACK RECORD IN CONSISTENTLY AND COMMITTEDLY DELIVERING THE SERVICES WHICH ENHANCE THE COMPANY'S CREDIBILITY AND PROFITABILITY.



WORK EXPERIENCE

➤ SAFIL INDUSTRIES PRIVATE LIMITED

ROLE: ACCOUNTANT

WORKING PERIOD: FEB 2016- NOV 2021

RESPONSIBILITIES / DUTIES

- MONITORING PREPARATION OF STATEMENTS INCLUDING TRAIL BALANCE P & L A/C, CLIENT OUTSTANDING ACCOUNTS RECEIVABLE / PAYABLE , GENERAL LEDGER , BALANCE SHEET ON MONTHLY AS WELL AS ANNUAL BASIS .
- RECONCILIATION / PAYMENT FOLLOW -UP, ISSUANCE OF INVOICES / DEBIT / CREDITS NOTES
- MAINTAINING GENERAL LEDGERS, PARTY LEDGERS, SALES LEDGERS, PURCHASE LEDGERS .
- MAINTAINING BANKING FUNCTIONS, INCLUDING BANK RECONCILIATION STATEMENT .
- CASH DISBURSEMENT
- MAINTAINING VOUCHER ENTRIES.
- FILING AND MAINTAINING MONTHLY AND ANNUALY GOODS AND SERVICES TAX RETURNS
- FILING AND MAINTAINING GST REFUND OF INPUT TAX CREDITS .
- MAKING SALARY OF EMPOLYEE FOR ORGANIZATION .
- FILING AND MAINTAINING MONTHLY ESI AND PF RETURN.

➤ MANAPPURAM FINANCE LIMITED.

ROLE: SENIOR ASSISTANT

WORKING PERIOD: FEB 2015- SEP 2015

RESPONSIBILITIES / DUTIES

- TELE-CALLING / FOLLOW UP ON LEADS GIVEN BY SALES TEAM AND CORPORATE OFFICE.
- COORDINATE CUSTOMER WALK IN BRANCH. EXPLAIN PRODUCT DETAILS TO CUSTOMER AND SUGGEST SCHEME BASED ON NEED ANALYSIS.
- CONDUCT SELF GOLD VALUATION AND INFORM GOLD LOAN AMOUNT. MANAGE EXTERNAL GOLD VALUATION PROCESS I.E. INTERACTING WITH VALUATOR MAKING SURE THAT THE PROCESS IS FOLLOWED.
- UPDATE VALUATION DETAILS IN SYSTEM I.E. GOLD PORTAL AND LOAN BOOKING SYSTEM.
- FOLLOW UP WITH CUSTOMER FOR TIMELY INTEREST COLLECTION.

➤ ST. JOSEPH & CO CHARTERED ACCOUNTANT FIRM

ROLE: ACCOUNTANT

WORKING PERIOD: FEB 2013 TO OCT 2014

RESPONSIBILITIES / DUTIES

- MAINTAIN CASH BOOK , LEDGER & DATA ENTRY OF CASH AND BANK JOURNAL ENTRIES IN TALLY. PREPARATION OF DEBTORS, CREDITORS & GENERAL LEDGER ACCOUNTS.
- PREPARATIONS OF TRAIL BALANCE,INCOME & EXPENDITURE A/C & BALANCE SHEET.
- REVIEW , SCRUTINIZING ALL BOOKS OF ACCOUNTS LIKE DAY BOOK , LEDGER & BANK STATEMENTS ,PREPARATION OF MONTHLY VAT RETURN & ANNUAL RETURN