

# CURRICULUM VITAE



**HARISHMA K.H.**

## Contact

**0582761645**

**0522663893**

## E-mail

**harishma1426@gmail.com**

## PASSPORT DETAILS

**Passport No.: W 1775685**

**Date of Issue : 11/06/2022**

**Date of Expiry : 10/06/2032**

**Place of issue : Cochin, India**

## LANGUAGES

**English & Malayalam**

## **PROFILE SUMMARY**

Experienced Accountant with a demonstrated history of working in the Finance Industry (Thrissur Nidhi Ltd.). Skilled in General Accounts, Account Reconciliation (Cash and Bank), Accounts Payable. Strong Accounting Professional with a Bachelor of Commerce from Calicut University, Kerala

## **EDUCATIONAL QUALIFICATION**

### **Graduation**

- ❖ B.Com. Graduate from Calicut University in 2022.

### **Higher Secondary (Plus Two)**

- ❖ Board of Higher Secondary Examination, Kerala, 2016.

### **Senior Secondary Leaving Certificate (SSLC)**

- ❖ Board of Public Examinations, Kerala, 2014

## **WORK EXPERIENCE**

- ❖ One Year experience as an **Office Staff** in InfoSoft Wadakanchery, Kerala

### **ROLES AND RESPONSIBILITIES**

- Managing Filing System.
- Recording information as needed.
- Updating Paperworks & Maintaining Documents
- Word processing, Typing & Book Keeping

- ❖ One Year experience as a **Customer Care Executive** in Thrissur Nidhi Ltd., Thrissur

### **ROLES AND RESPONSIBILITIES**

- Analyze financial information.
- Enter financial data in to the system.
- Update financial records.
- Assist with the preparation of monthly financial reports.
- Manage all Accounting Transactions.
- Assist General Ledger Preparation.
- Assist monthly financial statements that include cash flow, profit and loss statements.
- Handle Monthly, Quarterly & Annual Closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage Balance sheet preparation.

## **COMPUTER AWARENESS**

- Microsoft Office
- Tally
- Internet & E-mail