**CURRICULUM VITAE**

**HARSHAD**

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| **Email** | : | [Harshad.362202@2freemail.com](mailto:Harshad.362202@2freemail.com) |

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| **Career objective** |

To work in a responsible position with a reputed organization, which will provide me an opportunity to deploy my strengths and skills and at the same time provide me with the exposure to enhance my knowledge and capabilities and endow better services to the organization where I am working.

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| **Experience profile** |

* Worked in MASM Higher Secondary school, Venmenad, Pavaratty, Thrissur – Kerala as Accountant cum office assistant from June 2008 to April 2012.
* Worked in Jalfa Trading & Services (Crusher production plant) in Adam, Sultanate of Oman as Accountant from May 2012 to June 2013.
* Worked in Star of Nation General Trading LLC (Whole sales trading, Export and import) in Ajman, United Arab Emirates as Accountant from November 2013 to October 2016.

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| **Educational qualifications** |

* Bachelor of Commerce(B.Com) from University of Calicut (2008)
* Vocational Higher Secondary Education (VHSE) from Kerala State Board (2005)
* Secondary School Leaving Certificate (SSLC) from Kerala State Board (2003)

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| **Certified courses** |

* Diploma in Computerised Financial Accounting (DCFA)
* MS Office & MS Windows

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| **Personal Skills** |

* Ability to learns quickly and work well in team
* Ability to develop ideas rapidly
* Listening and observation
* Good leadership qualities
* English type writing

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| **Languages known** |

* English
* Malayalam

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| **Computer skills** |

* 8 years of working experience in MS Excel & MS Word
* Knowledge of internet browsing (Internet explorer, Google chrome, Opera, Mozilla Firefox) and E-mail
* MS Windows
* 3 year work experience in Tally Accounting software (ERP 9)

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| **Extra - curricular activities** |

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| Games | : | Cricket and shuttle |
| Hobbies | : | Travelling, Listening to music, reading, |

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| **Personal profile** |

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| |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | Date of birth | : | 20th May, 1988 | | Age | : | 28 | | Gender | : | Male | | Marital status | : | Married | | Nationality | : | Indian | | Religion | : | Islam | |  |  |  | |  |  |  | |  |  |  | |  |  |
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| **Passport details** |

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| Date of issue | : | 24/02/2016 |
| Date of expiry | : | 23/02/2026 |
| Place of issue | : | Cochin, Kerala |

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| **Declaration** |

I hereby declare that the information furnished above is true and correct to the best of my knowledge and credence.