

# CURRICULUM VITAE

**HARSH POSWAL**

House No.-381/6, Jal Ghar Gali,  
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## **CAREER OBJECTIVE**

I am seeking a stimulating work environment that fosters creativity, encourages effective decision-making, and delivers job satisfaction, enabling me to achieve both my professional and personal objectives.

## **EDUCATIONAL QUALIFICATION**

- 10<sup>th</sup> Passed from CBSE – 65.2 %
- 12<sup>th</sup> Passed from CBSE – 84.4 %
- BBA (CAM) from DAV INSTITUTE OF MANAGEMENT, FARIDABAD – 80 %

## **COMPUTER SKILLS**

- Knowledge of Computer (MS office)
- MS EXCEL- Auto Sum, Sum, SUMIF, SUMIFS, Subtotal, Filter, Sorting, V lookup
- SAP- F-02, FBL3N, FS10N, FBR2, FB50, FS00

## **LANGUAGE KNOWN**

- English & Hindi

## **WORK EXPERIENCE**

- Cold Forge as Process Intern from July 2022 to September 2022.
- **Role and Responsibilities**
  - Work on BANK RECONCILIATIONS.
  - Participate in various activities of reconciliation & Prepares MIS reporting
  - Handling GL TO GL
  - Prepare Bank Reconciliation & take action on the open items
  - Maintain tracker of Amortization sheet
  - Prepaid Accounting Treatment & transfer it to P&L at every month end
  - Maintain Excel tracker of Accruals & Pass the accounting entry at every month end
  - Preparing & Posting of Journal
  - Perform account reconciliation
  - Pass the accounting entry at every month end

## **HOBBIES**

- Fitness Enthusiast
- Listening Music
- Reading Books
- Playing Outdoor Sports

## PERSONAL PROFILE

Father's Name	:	Mr. BRAHM SINGH
Sex	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian

I am committed to putting forth my utmost effort to accomplish the assigned objectives. I will utilize my professional and personal knowledge to make valuable contributions. I aspire to meet or exceed your expectations.

**HARSH POSWAL**