


Curriculum Vitae

Harsh Saini

Mobile No:

 +91-8882082454

Email Id:

Hs531806@gmail.com

Address:

House no-147, street no. 5, Block – B,
Sheetla Colony, Gurugram

Personal Data:

Date of Birth : 26/12/1996

Father's Name : Mr. Rajesh Kumar

Nationality : Indian

Gender : Male

Marital Status : Unmarried

Religion : Hindu

Languages Known:

❖ Hindi & English

Personal Strengths:

❖ Quick Learner

❖ Sense of responsibility

CAREER OBJECTIVE:

❖ “I would like to achieve fairness in my carrier while paying full attention, it is my desire to work. In healthy environment where I could prove my ability, capacity & responsibility. I love to work honestly so that I can help own-self and organization by making best outcome.”

EDUCATIONAL QUALIFICATION:

ACADEMIC

❖ Completed Graduation from DU

❖ 12th from CBSE Board

❖ 10th from ICSE Board

TECHNICAL SKILLS:

❖ MS Word, MS Excel, Internet & Power Point

❖ Tally ERP 9 and Tally Prime

❖ GST Registration, GST Return (GSTR1& GSTR3B)

❖ Incorporation of all type of Companies & LLPs, ROC filings of Company Compliances.

WORKING EXPERIENCE:

❖ 6-month work experience at Umesh Sharma & Associates

❖ 2-year work experience at Shyam Ved & Co.

❖ 7-month work experience at Suman Jejani & Associates.

DECLARATION

“I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

Date:

Place:

Harsh Saini