

HARSH KUMAR

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SUMMARY

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can expedite my career and build a valuable skill set.

EDUCATION

Bachelor of Management Studies (BMS) | (E-commerce Operations)  2021 - 2024
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

Class 12th - Central Board of Secondary Education (CBSE)  2020 - 2021

Class 10th - Central Board of Secondary Education (CBSE)  2018 - 2019

SKILLS

MS POWERPOINT

TALLY ERP. 9

MS WORD

TALLY PRIME

IBM SPSS

GOOD WRITING SKILLS

MS EXCEL

SOFTLINK LOGI-SYS

DIGITAL MARKETING

UI/UX DESIGNING

EXPERIENCE

INDO CARRIER [one year of apprenticeship in a freight forwarding Firm]

- MAKING FREIGHT & TRANSPORT INVOICES.
- MAINTAINING MONTHLY TDS REPORT.
- DEPOSITING MONTHLY TDS THROUGH INCOME TAX PORTAL.
- RECONCILING TDS WITH 26AS.
- MONTHLY GSTR-1 & GSTR-3B FILING.
- MAKING MIS REPORTS.
- PREPARING FORM 15 CA, FORM A2 & OTHER SUPPORTING DOCUMENTS FOR REMITTANCE.
- PREPARING OUTSTANDING DEBTOR/CREDITOR LIST ON DAILY BASIS.

SPEDITION

- MAKING AGENT FREIGHT INVOICES.
- MAKING IMPORT/EXPORT INVOICES.

TRAINING & CERTIFICATIONS

- **Fundamentals of Digital marketing** | [Google](#) | [Semrush](#) | [Mind Luster](#)
- **Content-led SEO** | [Semrush](#)
- **UI/UX Designing** | [Great Learning](#)
- **Advance content marketing** | [Semrush](#)