



# Harshitha Shetty

## CONTACT

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## SKILLS

- Taxation knowledge
- Regulatory compliance
- Auditing procedures
- Payroll processing
- Financial analysis
- VAT returns

## LANGUAGES

### English

Fluent

### Marathi

Fluent

### Tulu

Fluent

### Hindi

Fluent

## PROFESSIONAL SUMMARY

Experienced accountant with 13+ years of expertise driven professional with keen eye for financial analysis and problem-solving, complemented by strong organizational skills and proficiency in financial software. Expertise in budget management and financial reporting, combined with excellent communication skills.

## WORK HISTORY

**Accounts and Finance Manager** 09/2017 - Current  
**AAA+ Healthcare Consultancy Services Pvt. Ltd.** - Mumbai, India

- Enhanced financial operations by implementing effective accounting systems.
- Monitored cash flow regularly to ensure liquidity.
- Conducted regular audits, ensured compliance with regulatory standards.
- Provided strategic advice to senior management, facilitated informed decision making.
- Coordinated with external auditors, ensured transparent audit process every year.
- Prepared accurate profit and loss statements monthly, kept stakeholders informed about company's performance.
- Maintained confidentiality of sensitive data through rigorous information security practices.
- Worked for Merger and acquisition
- Handled Notices , assisting in scrutiny and appeals

**Finance Manager, Accounts and Taxation head** 12/2016 - 09/2017  
**K. C. Bhanushali & Associate**

- Managed a team of junior finance professionals, promoting professional development.
- Ensured accurate tax filings, avoiding penalties and interest charges.
- Delivered regular management reporting and supervised quarterly tax calendar.
- Managed daily finance services for smooth business operations.
- Managed Multiple calls for finance
- Handle notices, scrutiny and appeals

**Articled Assistant** 12/2013 - 12/2016  
**K. C. Bhanushali & Associates**

- Prepared legal documentation for smooth court proceedings.
- Increased efficiency with diligent filing and organisation of paperwork.
- Conducted thorough research to support complex legal cases.
- Drafted correspondence, ensuring professional communication at all times.
- Assisted senior solicitors in case preparation for successful outcomes.
- Facilitated meetings with clients to gather necessary information.

**Accounts and Taxation assistant** 01/2012 - 11/2013  
**Jitendra Parekh**

- Increased efficiency by handling correspondence and organising files.
- Streamlined office processes with implementation of new filing system.
- Coordinated team meetings to enhance communication and productivity.
- Prepared end of year accounts for small to medium enterprises, ensured timely submissions.
- Assisted with VAT returns preparation for a variety of businesses, enhanced compliance level.

#### **junior accountant & taxation**

02/2011 - 12/2011

#### **B. B. Shetty & Associate**

- Reviewed and reconciled bank statements for enhancing financial clarity.
- Improved financial accuracy by performing regular audits on company accounts.
- Assisted in tax preparation, ensured compliance with regulatory requirements.
- Maintained accurate records of all company transactions for future reference.
- Enhanced accuracy of financial records by meticulous data entry in Tally software.

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## **EDUCATION**

**PGDM:** finance management, 10/2024

**Welingker Institute of Management Development and Research** – India

**Inter CA(Cleared group A and exempted in group B):** Finance, 11/2014

**Institute of Chartered accountant of India** – India

**T.Y.B.com:** Commerce, 01/2013

**Annaleela Bunts College** – India

**H.S.C:** Commerce, 01/2010

**S.M Shetty College** – India

**S.S.C.,** 01/2008

**Chembur Karnataka High School** – Mumbai

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## **PERSONAL INFORMATION**

- Father's Name: Late. Karunakar Shetty
- Mother's Name: Lalitha Karunakar Shetty
- Husband's Name: Rahul Ganesh Shetty
- Marital status: Married

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## **HOBBIES AND INTEREST**

- Drawing
- Trekking
- Listening music
- Travelling to New Places

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## **CERTIFICATIONS AND LICENSES**

- ☐ GST advance certificate course Sept 2023 from UDEMY
- ☐ KPMG AU Tax job simulation sept 2023 from Forage