



# HARSHA SURESHKUMAR

+974 71440708, +91 8078588332 |  
harshaasureshkumar@gmail.com

## Objective

---

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

---

- REGENCY GROUP QATAR** APRIL - 2024 - Currently working  
CASHIER CUM LPO CORDINATOR  
Manage financial transactions with customers. Resolve customer complaints, guide them and provide relevant information. Cross-sell products and introduce new ones. Provides fast and excellent customer service to the customers in a professional manner. Created and managed Local Purchase Orders (LPOs) to ensure timely replenishment of inventory in a fast-paced hypermarket environment.  
Maintained accurate records of orders, stock levels, and supplier communications to prevent shortages and overstock situations.
- TEXSHANN EXPORTS COIMBATORE** JANUARY - 2023 - JANUARY - 2024  
ACCOUNTANT CUM DATA ENTRY OPERATOR  
Monitor and record company expenses and revenues related to export activities.  
Process invoices, making purchase orders and payments, ensuring accurate accounting entries. Prepare and maintain financial records.
- KONGAD GRAMAPANCHAYATH** DECEMBER - 2021 - DECEMBER - 2022  
ACCOUNTANT CUM IT ASSISTANT  
Managed accounting and data entry tasks for Kongad Gramapanchayath MGNREGS office, ensuring accuracy and efficiency in financial recordkeeping. Conducted data entry operations and maintained up-to-date records of financial transactions.
- QUESS CORPORATION** NOVEMBER - 2020 - MAY - 2021  
BRANCH RELATIONSHIP OFFICER  
Built and maintained relationships with customers, providing excellent service and addressing their needs. Managed customer inquiries and resolved issues in a timely and professional manner.

## Education

---

- GOVERNMENT VICTORIA COLLEGE, PALAKKAD** 2018  
BCOM FINANCE
- KPRPHSS KONGAD, PALAKKAD** 2015  
PLUSTWO - COMMERCE
- KPRPHS KONGAD, PALAKKAD** 2013  
SSLC

## Skills

---

- Purchase order management
- Procurement and sourcing
- Excel

- TALLY
- Word
- GCC VAT
- Corporate tax and zoho book
- Gold Software

### **Additional Qualification**

---

- PGDCA
- Corporate Accounts and Taxation
- Equity Dealer
- Diploma In Indian and Foreign Accounting

### **Strength**

---

- Analytical skill
- Procurement knowledge
- Inventory management
- Vendor relationship management