

Harish I Ambig
Senior Accountant Executive | Bangalore, India

BASIC INFORMATION

Experience in:	Finance & Accounts Industry
Email:	ambigharish@gmail.com
Phone:	+919901824604, 9739124604.
Language:	English, Kannada, and Hindi.
Address:	Bangalore, Karnataka, India

CAREER CONTOUR

I am unwavering, meticulous, and highly competent in the **Finance & Accounts Industry**. I have a consistent record of delivering results-driven work with a proven ability to implement my projects in an organised manner, spanning **13+ years** of my successful career.

My expertise:- **Finance & Accounts Industry – Accounts Receivable, GST Compliance, Statutory Filings, Payroll Processing, Bank Reconciliation, MIS Reporting, FEMA Documentation, Audit Support, Vendor Payments, Export Documentation, Inventory Accounting, TDS/PF/ESI, Cash Management, Tally Operations**. I have in-depth knowledge of all the ethics of management. I possess effective communication skills and am a team player with strong organisational, Logical, and Problem-Solving Abilities.

I have extensive experience working with large-scale organisations, such as **Tessolve Semiconductor Pvt. Ltd.** I am well-versed in skills including analysis, problem-solving, and coordination, which have contributed to my success and dedication. Strong influencing and negotiation skills coupled with a proven ability to think in and out of the box, generating new solutions.

I have commenced my profession as an **Executive** and risen myself as **Senior Accountant Executive** in a reputable company. I would like to see myself growing with the passing years of hard work and dedication. I have been awarded many accolades for my result-oriented hard work.

Armed with a multitude of competencies and work experiences, I am confident to carry forward any organisation's vision & objectives with sufficient ease and dedication to my job responsibility.

EXPERIENCE

Apr 2019 – Present | Tessolve Semiconductor Pvt. Ltd. | Senior Accountant Executive (AR Analyst)

Responsibility:-

- Handling customer receipt accounting for India, Malaysia, Germany, and Europe regions.
- Uploading sales invoices in GST portal and maintaining invoice records.
- Preparing customer inward remittance FEMA declaration documents.
- Supporting internal and external audits.
- Preparing TCS calculation workings.
- Preparing PCFC (Pre-shipment Credit in Foreign Currency) related documents.
- Preparing sales invoices, sales invoice registers, and unbilled revenue data.
- Filing monthly Softex and EDPMS.
- Performing bank reconciliations and resolving differences on a regular basis.
- Monitoring customer ageing reports and following up for timely collections.
- Coordinating with sales and operations teams for invoice accuracy and billing issues.

- Maintaining proper documentation for export, import, and foreign currency transactions.
- Ensuring compliance with GST, FEMA, and company accounting policies.
- Preparing MIS reports related to AR, collections, and revenue for management review.
- Supporting month-end and year-end closing activities.
- Assisting in resolving customer queries related to invoices, payments, and statements.
- Maintaining accurate customer master data in accounting systems.
- Contributing to process improvements to enhance AR efficiency and control.

Feb 2019 – Apr 2019 | Vina Fragrances | Senior Accountant Executive

Responsibility:-

- Filing GST returns.
- Preparing ESI, PF, TDS, and PT.
- Preparing MIS reports.
- Processing vendor payments (NEFT / RTGS).
- Preparing payroll data.
- Preparing bank reconciliation statements.
- Preparing GST invoices.

Jan 2014 – Dec 2018 | Everrich Foods India Pvt. Ltd. | Accountant Executive

Responsibility:-

- Maintaining stock inventory and preparing monthly stock reports.
- Passing all accounting entries in Tally.
- Preparing and filing ESI, PF, TDS, PT, and GST.
- Handling bank-related activities including NEFT and RTGS.
- Preparing payroll data.
- Preparing bank reconciliation statements.
- Preparing export invoices and packing lists

Apr 2012 – Oct 2013 | Amarajyothi Public School | Assistant Accountant Executive

Responsibility:-

- Daily cash handling.
- Checking and verification of fees, transport, books, and petty cash accounts.
- Managing day-to-day accounting transactions.
- Preparing audit-related documents.

Dec 2011 – Apr 2012 | Manappuram Gold Finance | Cashier & Gold Appraiser

Responsibility:-

- Explaining gold schemes and products to customers.
- Daily cash handling and accounts maintenance.
- Maintaining daily transaction records.
- Preparing audit-related documents.
- Checking and verification of cash and gold.

ACHIEVEMENTS

- 13+ years of consistent experience in accounts, compliance, and finance operations.
- Strong exposure to international AR accounting and FEMA documentation.
- Successfully supported statutory, internal, and external audits.
- Trusted for accuracy, timeliness, and compliance adherence.

ACADEMIC FORTE

- MBA – Finance (2018)
Sikkim Manipal University
 - BBA – Finance (2011)
Government First Grade College, Kumta
 - PUC – Commerce (2008)
Government PU College, Baad
- Training & Certifications:**
- One-year Postgraduate Diploma in C-TECH, Kumta
 - Basic Computer Applications

TECHNICAL PROFICIENCY

Well-versed with

- **Accounting Tools:** Tally
- **Reporting:** MIS, Registers, Reconciliations
- **Compliance:** GST, TDS, PF, ESI, PT, Softex, EDPMS, FEMA
- **Banking:** NEFT, RTGS, PCFC Documentation
- **Tools:** MS Office, DTP
- **Systems:** Basic Computer Applications

Advice for Contacting: I'm always open to conversation, networking with like-minded professionals, or discussing future prospects. Connect with me on LinkedIn or contact me at ambigharish@gmail.com