

Harsh T. Parekh

Accounting & Import-Export Documentation Professional

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📍 Dubai, UAE 🇮🇳 India



Professional Summary

Detail-oriented Accounting & Import-Export Documentation Executive with over 3+ years of accounting experience under a Chartered Accountant and current hands-on exposure in a Dubai-based trading company. Strong knowledge of accounting entries, compliance support, and end-to-end trade documentation. Proficient in **Tally ERP / Tally Prime** for **bookkeeping, ledger management, reconciliations**, and financial reporting, along with **UAE VAT compliance, VAT return filing, and record maintenance**. Reliable, adaptable, and well-versed in fast-paced business environments.

Work Experience

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| Accounting & Documentation Executive, Hazzle and Dazzle General Trading L.L.C | 21/05/2025 – Present
Dubai, UAE |
| <ul style="list-style-type: none">• Managed day-to-day accounting entries, vouchers, journals, and bank reconciliations using Tally ERP and Tally Prime.• Maintained general ledger, accounts payable, and accounts receivable records in Tally.• Prepared and verified import-export documentation including commercial invoices, packing lists, bills of lading, and shipping documents.• Coordinated with clearing agents, freight forwarders, logistics providers, and banks for trade and payment processes.• Ensured accuracy and timely submission of trade, financial, and shipping documents.• Supported UAE VAT compliance, VAT return filing, and maintenance of statutory records.• Assisted in internal reporting, audits, and compliance requirements. | |
| Accounting Assistant (Under Chartered Accountant), Darshan Consultancy | 04/2022 – 05/2025
Ahmedabad, India |
| <ul style="list-style-type: none">• Maintained books of accounts including journal entries, ledgers, and reconciliations using Tally ERP and Tally Prime.• Assisted in preparation of financial statements and management reports through Tally-based accounting records.• Supported GST return preparation and compliance documentation using Tally.• Coordinated with clients for financial data collection, verification, and record management.• Gained a strong foundation in accounting standards, bookkeeping practices, and statutory compliance | |
| BPO Executive, aMarketForce | 02/2025 – 04/2025
Ahmedabad, Gujarat |
| <ul style="list-style-type: none">• 2 Months - Handled customer interactions and query resolutions• Maintained process accuracy and service records• Developed communication and time management skills. | |

Education

Bachelor of Business Administration (BBA),
Suresh Gyan Vihar University (SGVU), Jaipur, India

2025

Class XII (HSC), Matrumandir Higher Secondary School

2020

Class X (SSC), Atmiya (Sarvodaya Vidya Mandir)

2018

Skills Snapshot

Accounting Trade & Docs Professional

Reconciliations

Invoices & BL Time Management

MS Excel

Record Compliance Problem Solving

Journal Entries

Import-Export Docs Communication

GST Support & VAT Registration

Bank & Shipping Coordination Teamwork

Languages

- English
- Gujarati
- Hindi

Certifications

Tally Prime - Level 2

Cisco - Get Connected

Cisco - Introduction to Cybersecurity

Strengths

Adaptable

Analytical Thinking

Deadline-Oriented

Detail-Focused

Team Player

Fast Learner