

Harshil Purohit

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SKILLS

OS X | Windows | iOS | Quickbooks | Excel | MIT App Inventor | Communication | Collaboration | Organization |

Critical Thinking | Flexibility | Responsibility

PROFESSIONAL PROFILE

Hard-working college student majoring in Management Information Systems with an aspiration to learn and collaborate. Experience with Quickbooks and Excel. Currently seeking an internship to help expand my knowledge and gain experience.

EDUCATION

San Jose State University | Bachelor of Science in Management Information Systems Expected May. 2025

- GPA: 3.8/4.0
- *Member*, Management Information Systems Association

EXPERIENCE

Accountant Intern Feb. 2022 - Aug. 2022

Modi's Tax | San Jose, CA

Organized and managed over 20 plus clients daily. Inputted client documents into excel sheets, while using Intuit Link to organize client tax documents. Managed to cut down data input for payroll by almost 20%. Used Quickbooks to manage payroll, categorize expenses, and reconcile accounts in order to finalize for a specific month. Simultaneously maintained client relations to directly solve expense errors.

Key Accomplishments:

- Significantly shed input time for payroll data into excel sheets
- Created an expedited process for payroll entries

Robotics Club Volunteer Aug. 2017 - Nov. 2017

Santa Teresa High School | San Jose, CA

Collaborated with fellow group members to help execute and build a robot that would participate in competitions. Leader of the group in a box car competition. Implemented strategies to maximize efficiency within the group. Learned safety and organizational skills while participating in the club.

- Worked in the hardware department of building a competition-ready robot
- Learned organizational skills, as well as communicational skills
- Group leader for building competition

Assistant May. 2016 - Dec. 2019

Bindu's Daycare | San Jose, CA

Honed safety and organizational skills by working in a fast-paced environment with young children. Tutored young kids to help provide them with an academic foundation. Worked on communication skills by providing parents with a summary of their child's day.

- Improved communication skills by talking to children's parents
- Assisted in enhancing the children's learning capabilities
- Showed capability in a fast-paced environment