



Profile

Reliable professional with 3 years of experience in finance, account and internal audit. Looking to contribute my skills and experience to the general management and administration at your esteemed organization.

Experience

BUSINESS OPERATIONS MANAGER, YOGAL SHOE CENTER, BIRATNAGAR, NEPAL — 2019-2021

- Oversaw day to day business operations on sales floor by fostering professional relationships with wholesale suppliers and customers.
- Maintained and examined Receivable and Payable accounts and VAT Register.
- Monitored record-keeping for regular trading activities in the company
- Maintained inventories, placed orders and handled financial transactions with bank.

EXECUTIVE, CORPORATE FINANCE DEPARTMENT, CG FOODS (NEPAL) PVT.LTD., NAWALPARASI, NEPAL — 2018-2019

- Facilitated managers to make informed decision by preparing product costing reports about currently marketed products and new product development;
- Evaluated the profitability of capital investment proposals.
- Supervised to maintain accurate payroll system;
- Provided an independent assessment of the processes and controls through performing internal audit and provided recommendations for enhancement;
- Prepared monthly reports on Manpower Costing, Overtime costing, Scrap Generation Cost, Standard Vs Actual Cost Variance Report.
- Prepared Cost-cutting Analysis Report, Non-moving accounts Report, Debtor-Creditor Aging Report.
- Evaluated lease financing to assist managers to accurately take decision on leasing.
- Informed managers about different aspects of the business in order to help them to make better-informed decision by producing various periodical management reports as required by management.



**ARTICLE ASSISTANT, ARUN K. GARG & ASSOCIATES (CHARTERED ACCOUNTANTS), DELHI, INDIA
— 2013-2016**

- Supervised various clients for managing accounts of their business;
- Finalized books of account of clients' business ensuring the compliance with Indian Accounting Standards;
- Produced provisional and projected financial statements for submission to the banks on behalf of client;
- Handled and executed Statutory audit of various business entities;
- Conducted tax audit to ensure the client's transactions and books of accounts are in compliance with the applicable Income Tax Laws and Regulations;
- Assisted clients to calculate their accurate tax liability, schedule tax payments, request refunds for the overpayment of taxes;
- Facilitated clients to file their periodical tax returns in timely manner;
- Handled queries of clients relating to direct and indirect taxation such as income tax, service tax;
- Represented clients before tax authorities in various income tax scrutiny assessment and sales tax assessments.

Professional Qualification

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA, DELHI, INDIA — 2011-2016

- Chartered Accountant – 2021;
- Internship – 2013-2016;
- Integrated Professional Competence Course (IPCC) – 2012;
- Common Proficiency Test (CPT) – 2011.

Academic Qualification

- Higher secondary education, HSEB, Nepal – 2010 (72%);
- Secondary education, Nepal S. L. C. Board – 2008 (83%)



Skills

- Knowledge of MS-Office application like Excel, Word, Powerpoint;
- Conversant with Accounting Software Tally;
- Sound knowledge of Internet and Email Utilities;
- Excellent communication skills both written and verbal;
- Problem-solving skills and solution-focused;
- Sound knowledge on accounting and auditing standards;

Personal Detail

Gender : Female

Community : Newar (Janjati)

Language : Nepali, English, Newari and Hindi