

Curriculum Vitae

Anish Shah Rouniyar

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Objective

Seeking a valuable position in a reputed organization where I can utilize and acquire the skills & efficiency which further helps to nurtures my Personality and Professional Career.

Professional Expertise

- Sales Executive
- Accounting Data Entry

Academics

S.N.	Level	Institutions	Passed Year	Division	Remarks
	Graduate	Applied College , Biratnagar	3 rd Sem- Running		<u>Course: Master's in Business Studies.</u>
1.	Undergraduate	Mahendra Morang Adarsha Multiple Campus,TU,Biratnagar	2022 A.D.	Second	<u>Course: Bachelor in Business Studies.</u>
2.	Intermediate	Greenland International Secondary School,Biratnagar	2017 A.D..	Second	<u>Faculty:Management</u>
3.	School Leaving Certificate	Bal Udhyan School,Biratnagar	2015 A.D.	First	

Honors and Awards

S.n.	Name of Awards/ Honors	Institution	Acquired Year	Reason
1.	Employee of the Year	Annapurna Cables Industries Pvt. Ltd.	2018 A.D.	For good Work- performance.

Professional Experience

A. Designation: Sales & Account Executive

Organization: Swastik Rolling Mills Private Limited , Duhabi

Tenure: Nov 2024 A.D. – Present

Major Duties:

1. Sales Recall and Assisting in Sales Growth
2. Installation of Accounting Erp. Power Brain Enterprise
3. Updation and Reconciliation of Accounting Data from Swastik Erp. Into Power Brain Erp.

B. Designation: Sales & Marketing Executive , Sr. Assistant Accountant.

Organization: Annapurna Cables Industries Private Limited , Biratnagar

Tenure: May 2018 A.D. – Oct 2024 A.D.

Major Duties:

4. Preparation of Ageing Report and Follow up Party Credit Collection
5. Sales Recall and Assisting in Sales Growth
6. Marketing Campaign like Electrician Meet, Advertisement Board
7. Follow up Local Debtors for order and payment (Esp. in local market : Biratnagar, Itahari, etc)
8. Regular updation of operational data being attained in an organization regarding domestic & import purchase.
9. Reconciliation of LC related purchase in an Excel sheet.
10. Finalization of E-TDS.
11. Operate on other operational ,banking ,custom and etc., documents.

C. Designation: Assistant Accountant

Organization: Street Café , Biratnagar

Tenure: May 2017 A.D. – May 2018 A.D.

Major Duties :

1. Regular Updation of Accounting data regarding Sales , Purchase, Inventories ,Bank, Loan etc.,

D. Designation: Assistant Accountant , Barista & Head-Cashier.

Organization: Nepal Restaurant & Bar , Biratnagar

Tenure: May 2015 A.D. – May 2017 A.D.

Major Duties:

1. Cash Management.
2. Preparation of Varieties of Organic Coffees.
3. Regular Updation of Accounting Data Entry regarding Sales & Inventory.
4. Authorization of Purchase Requisitions as per Daily consumption Chart.

Computer Applications

A. Microsoft Word , Excel , Powerpoint.

B. Accounting Software Tally Erp 9.2

C. Customized Accounting Softwares (P.Brain, Finpro, Sajilo Account ,MSI-Silver line, Swastik)

D. Others (Yandex Mail , E-mail & Internet etc.,)

Personal Details

Father Name: Mr. Harishchandra Shah Rouniyar

D.O.B.: 2056.01.27 B.S. / 1999-MAY-10 A.D.

Gender/Marital Status: Male/ Un-married

Nationality: Nepali

License Possession: Type “A” [Motorbike, Scooty & Moped]

Religion: Hindu

Language Known : Nepali , English, Hindi , Bhojpuri & Maithili.

Blood Group : AB-ve

References

• Mr. Pradip Ojha [Sales Executive @ Annapurna Cables Industries Pvt. Ltd.]

E-mail : pradeepojha225@gmail.com

• Mr. Durga Bahadur Karki [General Manager @ Annapurna Cables Industries Pvt. Ltd.]

E-mail : db.karki@hotmail.com

• Mr. PratapTandon[Senior Accountant @ Annapurna Cables Industries Pvt. Ltd.]

E-mail : pratap.cableaccount@rathigroup.net

• Mr. Nibesh Jung Basnet [Managing Director @ Street Café]

E-mail : nibeshbasnet@gmail.com

•Mr. Damar Gupta [Senior Accountant @ Nepal Restaurant & Bar]

E-mail : damargupta007@yahoo.com