



CONTACT

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- Rupandehi , Nepal , ,
Bhairahwa 03

EDUCATION

BBS- 4rd Year Runing

Bhairahwa Multiple Campus /
Bhairahwa / Present

SKILLS

- Tally - Expert - Experienced
- MS office - Skillful
- proxy & saral Billing - Expert
- Swastik Software - Skillful
- Busy software Accounting -
Experienced
- Fin pro software - Skillful
- Dynamic Nav 2016 -
Experienced

LANGUAGE

English ● ● ● ○ ○

Nepali - Hindi ● ● ● ● ○

Maithali-
Bhojpuri ● ● ● ● ○

Chaman kumar karn

EXPERIENCE

Assistant

Lalman Sah audit Firm / Siddharthanagar, Rupandehi, Nepal /
May, 2018 - June, 2019

Key Responsibilities

*Responsible Of Document Checking For Audit.

Assistant Accountant

Siddhartha oil Industries / Bhairahawa, Rupandehi, Nepal / June,
2019 - December, 2020

Key Responsibilities

- * Purchase & Sales Entry
- * Bank Reconciliation
- * Finalized Account Receivable & Payable For Payment
- * Stock Maintenance
- * Making NTA Report

Panchamukhi Laminates Industries Pvt. Ltd.

Ramnagar-03 Rohini, Rupandehi, Nepal / January, 2021 -
December, 2023

Key Responsibilities

- * Finalized Accountant Receivable & Payable For Payment
- * Import Purchase Entry
- * NTA Report
- * Find Out Land Cost
- * Monthly Vat Return Entry
- * Prepare multiple report required by Management
- * Co-operated With Internal & External Auditors
- * Stock Maintenance

Ime Motors Pvt Ltd (Ashok Leyland)

Butwal, Pathardada / January, 2024 - Present

Key Responsibilities

- * Petty Cash / Cash sales handling for all companies & deposit to bank
- * Posting sales / Purchase invoices before service vehicles exit from gate.
- * Vendor customer reconciliation .
- * Record PDC Cheques.
- * Track service Vehicles expenses.
- * Branch Renewal & Branch Expenses
- * Coordinate With Admin Department for admin related work.
- * Process for fuel expenses.
- * Assist With internal & external audits.
- * Implement & maintain strong internal control procedures to safeguard assets & prevent fraud.
- * post journal entries to record transaction.

