

Curriculum Vitae

Shree Krishna Shah
S/o Mr. Rajendra Shah
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Professional Summary

Ambitious and self-motivated individual with years of professional experience, good knowledge of financial modeling and reporting, and accounting knowledge. If you are looking for a dedicated and skilled finance professional, please don't hesitate to reach out. I would be happy to connect and discuss how I can contribute to your organization's success.

WORK EXPERIENCE

Asst. Account & Finance Manager
United Cements (P) Ltd.
Jan, 2021 – Present

- **Responsibilities:**
 - Coordinate, Supervise and monitor team members.
 - Fact ERP Consultant (Front End).
 - Prepare financial statements and analysis.
 - Coordinate with auditor for quarter/annual auditing.
 - Generate MIS reports & perform report analysis.
 - Handle Tax assessment.
 - Undertake other account & finance related works as per company requirements.

Senior Account Officer
Shaurya Cements Limited
Feb, 2018 – Jan, 2021

- **Responsibilities:**
 - Maintain and Update Daily Operation works of Accounts in Tally.
 - Reporting of Major issues of the Business/Operations.
 - Preparation & Presentation of Various MIS for Mines & Plant Construction.
 - Costing of Imported goods/Machines.
 - Cash Management, Creditors Payment Management, Assets Management, Insurance and looking after many other day-to-day operations of the organization.
 - Monthly report preparation of Mines and Plant for Management and Banks.
 - Online E-TDS, VAT Filling Monthly.
 - Prepare and Insure books of accounts as per NAS.
 - Checking of Documents of LC, Insurance, and Invoices etc.
 - Recording and Documentation for VAT and ID Deposit refund.
 - Preparation for Audit reports-VAT Reconciliation, Bank Reconciliation, TDS Reconciliation, Balance Sheet Drafting for Audit and Management.

Account & Logistics Executive
LifeCom Private Limited
Jan, 2017 – July, 2018

- **Responsibilities:**
 - Maintain LC, documentations, customs.
 - Handle customs documentation, bank documentation, take LC from banks
 - Co-ordinate with Bank for Report and make necessary reports for bank as required by them.
 - Co-ordinate with auditor for audit works completion.
 - Arrange and manage the local transportation for delivery of goods.
 - Type Approval Documentation and other works related with Nepal Telecommunication Authority (NTA)
 - Online filling TDS, VAT and Annual Income tax in IRD.
 - Other jobs related with logistics and Accounting.

Accounts Executive
Satya Sai Traders
Jan, 2015 – Jan, 2017

- **Responsibilities:**
 - Data entry to ERP (Swastik), checking and maintain documentation.
 - Monthly online VAT filling and reporting to HOD.
 - Co-ordinate with HOD for other accounting job as needed.

Accountant
Aayush Mart Private Limited
Jul, 2012 – Dec, 2013

- **Responsibilities:**
 - Establish chart of accounts and assign to proper accounts.
 - Bookkeeping, cash management, Stock maintenance, Product Costing.

Audit Assistant
M.K. Shrivastav & Audit Company
Jan, 2010 – Feb, 2012

- **Responsibilities:**
 - Assist in reporting financial reports on a daily/monthly/yearly basis in audits.
 - Manage the reports and see to it that they are accurate, to the point and made in accordance with generally accepted accounting principles (GAAP).
 - Coordinate with the staff and the senior auditor for other work as needed.
 - Prepare balance sheets in the interest of the organization.
 - Inspect and correlate the overall audit report with the balance sheets provided and report it to the seniors for approval detect frauds and bring it to the notice of the senior auditors.

ACADEMIC QUALIFICATION

2020	Master of Business Studies (MBS) 4 TH Semester Running	NCC, Kathmandu Tribhuvan University
2015	Bachelor in Business Administration (BBA) CGPA: 2.37	B.P.C Bigunj Purbanchal Universities
2011	Intermediate in Commerce (I.Com) Percentage: 46.50%	B.P.C Bigunj HSEB
2009	SLC Percentage: 62.50%	Shree Janta H.S School Nepal Board

SKILLS

- Proficient in Ms-Office, Ms-Excel, Fact. Synergy, Swastik, Tally, Accoman.
- Competency in technical skills & management skills.
- Understanding of accounting principles and standards.
- Effective communication and coordination skills.
- Experience in handling tax assessments and compliance with regulatory requirements.

COURSE AND STUDY PROGRAMS

- Basic of Computer and Accounting Package.
- Training on selling yourself and Personality Development organized by B.P.C.
- Training on Managerial Qualification Organized by B.P.C.

PERRSONAL DETAILS

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Reference.

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