



SURESH SHRESTHA

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Objective:

To obtain a position as an accountant in a reputed firm and contribute to the growth of the firm through my work.

Working Experience:

Hansa Trading Co. L.L.C.Sharjah, U.A.E.

Apr 2003 - Mar 2006

ACCOUNTANT / PURCHASE OFFICER

- Performed responsibilities of managing both retail sales as well as trading company sales.
- Drove the efforts for making purchases from local market.
- Ensured maximum collections from the debtors (traders only) with persistent follow up.
- Meticulously handled cash and timely deposited it in the bank.
- Engaged in preparing statements for different parties to show account's balance & make trial balance reported to manager.
- Accountable to enter issued inventory on the Tally software as followed by delivery notes.
- Post and process journal entries to ensure all business transactions are recorded
- Enhanced customer relationships, developed rapport with all external/internal constituents of client at all levels for maximum client retention & achievement of revenues.
- Diligently ensured error proof accounting as per statutory accounting policies.
- Update accounts receivable and issue invoices & other admin work.
- Make stock inventory physically.

Sajina Hardware Trading, Abu Dhabi, UAE

Jun 2007 – Jun 2008

SALES EXECUTIVE

- Primarily tasked with managing Sales and Purchase Department.
- Assessed marketing opportunities, target markets, intelligence gathering on customers and Competitors while generating leads for possible sales and following-up sales activity.
- Coordinated sales and business development activities across the region while contributing to the development of a competitive business development and sales strategy, uncovering/creating new opportunities, identifying dynamic and flexible solutions.
- Update all transaction of transaction in peachtree software.
- Coordinating fund transfers to and from Outstations.

Gandaki Tours & Travels Pvt. Ltd, Nepal

Aug 2009 – Mar 2013

ACCOUNTS OFFICER

- Held accountability for bank reconciliation and also the reconciliation of party ledger (debtors & creditors).
- Achieved efficiencies in making the refund (sales return) of ticket in G.D.S. (Abacus, Amadeus, Galileo) & B.S.P.Systems.
- Scope of responsibilities was diverse and included entering voucher of sales return in fact software, preparing Invoice from fact software, handling all refund part (i.e. Local purchase ticket or imported ticket) of the company.
- Entrusted with the on us of collecting the payment from the party.
- Arrangement of accounting system for payable amount & receivable from customer.
- Keenly monitored daily sales/purchases and entered the same in the fact.
- Established and maintained close relationships with bank executives, auditors & other Govt. Departments ensuring compliance with all regulatory bodies.
- Led & guided the team in the reconciliation of variance report between budget and actual.
- Coordinating fund transfers to and from Outstations.

ACCOUNTS OFFICER

- Personally accountable for opening L.C & Bank Guarantee.
- Undertake responsibilities of receiving all import related documents and calculating landing cost.
- Leverage broad competencies in manual/electronic management of inventory movement.
- Apply sharp analytical abilities to reconcile party statement, suppliers & bank; and to verify/calculate loan.
- Lead and guide 3 junior accounts' staff members while closely monitoring their performance.
- Utilize advanced knowledge for tax or VAT related work.
- Deploy techniques to prepare payroll or salary sheet.
- Review existing systems and procedures and design internal controls/quality audit checks for various operational areas for achieving higher operational efficiency, resource rationalization and cost reduction.
- Key player in maintaining appropriate documentation while ensuring precision, accuracy and compliance to the Accounting standards.
- Coordinating fund transfers to and from Outstations.

Nursery & Agriculture Engineering Center, QATAR

Mar 2018 - 20 Feb 2019

ACCOUNTS OFFICER/ SALES OFFICER

- Supervision & Coordinate with sales man & cashier on daily sales transaction.
- Make local purchase as per require on sales for customer.
- Monitoring of cash flow & reporting.
- Accountable of stock or inventory of items entered on the computer as followed by delivery notes.
- Updated of sales or purchase transaction on QuickBooks as well as accounting software bright.
- Assit to store Manager with physically counted inventory & as per his required.
- Assist to admin work.

SG ORGANIZATION. PVT LTD (Group of Companies)

Dec 2019 to April 2022.

- Update the data with multi companies and performed report to management.
- Well inventory management in software (Tally, Swastik, and BG).as well as physically.
- Prepared the report for VAT or TDS due as monthly basis & submitted online for same.
- Handle the phone calls & entertained with customer.
- Monitoring with debtor list follow up for payment.
- Monitoring with junior staff.

D.S CONSTRUCTION COMPANY PVT LTD- Hetauda

May 2022 to Aug 2023.

- Update the data with multi companies and performed report to management on monthly or requirement basis.
- Prepared the report for VAT or TDS due as monthly basis & submitted online for same.
- Handle the phone calls & entertained with customer.
- Laison with bank to make L.C open, B.G,P.B, etc

EDUCATION & CREDENTIAL

- **Bachelor of Science & Technology** ,Tribhuvan University, Nepal, 2003

TRAININGS

- MS Word, Excel, DOS, FoxPro & Email & Internet
- Tally Accounting Program
- The Professional Accounting Program (TPA) from the Chartered Accounting Institution) Pvt. Ltd., Putalisadak, Kathmandu
- AutoCAD in 2D & 3D
- Graphic Design (Adobe Page Maker, Photoshop, Macromedia Freehand & Coral)

Additional skills:

- **Good communication skills**
- **Team work player**

Linguistic Abilities: English, Hindi, known Arabic

- **Nationality** : **Nepali**