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**Curriculum Vitae**

**1. Personal Details:**

Date of Birth : 2043/06/02 B.S. (18 September, 1986)

Sex : Male

**2. Academic Background**

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| **S.N.** | **Level** | **Name of School/College** | **Percentage** | **Division** | **Specialization** | **Board** |
|  | MBS | Tribhuwan University | - | - | - | Tribhuwan University **(Running)** |
|  | B.B.S | Makawanpur Multiple Campus | 53.21 | II | Finance, Account | Tribhuwan University |
|  | +2 | Hetauda School of Management | 56.40 | II | Accountancy, Math | HSEB |
|  | S.L.C. | Shree Adhunik Rastriya Madhymik Vidyalaya | 69.75 | I | Computer science, Math | Board of Nepal |

**3. Skills**

* Computer literacy on Ms-Word, Excel, Email /Internet, PowerPoint etc.

Work Experiences

**4 Job Experiences:**

* Worked as an Assistant Accountant/Administration in NGO Federation of Nepal (NFN), District Branch Hetauda for 1 year.(2009-April 3 to 2010 April 2)

**5 Work as office Assistant(Cum Billing (Medical Record Department ) in Nobel Medical College, Biratnagr Nepale for 7 month**.

1. **Invoicing and collection**
2. Cash Verification and deposit.
3. Prepare timesheet of Staff.
4. Send daily collection repot, patient flow report, Patient admitted and discharge report, number of patient in Ward report to the top management.

**Used Midas Software while working in Hospital**

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| **6 Worked as Store In-Charge-(Office Assistant) - (Supply Chain Department) in Asian Paints Nepal Pvt Ltd for 3 years**  **Job Description:**   * + Handling depot administrative, Physical stock level and sales supporting works.   + Prepare dealer dispatch plan and implementation.   + Handling workers and maintain daily work report.   + Prepare sales (value + volume) reports, outstanding reports and forward to sales person head.   + Handling customer complains.   + Prepare monthly reconciliation of cash balance with bank Statement.   + Receives shipment trucks ensuring the consignment matches the shipping documents.   + Maintains storeroom and storeroom equipment in a clean, safe and orderly condition   + Dispatch of goods according to mode of delivery as per instruction and records dispatch details i.e. vehicle, driver, time, etc   + Verifies picked goods and checks the accuracy of the quantities as per relevant documents   + Picks goods with exact quantities according to relevant documentation.   + Off loads the goods checking for damages and compiles a damage report for claims purposes.   + Prepare invoice and dispatched accordingly to the dealer.   + Performs physical inventories, verifies actual location of inventories against assigned locations, and initiates corrections as required.   **7 Currently working as administration /Store Officer in United Spirits Nepal Pvt Ltd since September 2014.**  **Job Description:**   * Depot dispatch plan working in excel file along with pending order. * Daily follow up with production department, sales team and dealer to execute the order. * Planning of worker deployment for loading, storing at shop floor. * Check old and damage FG. * Arrangement of vehicle  |  | | --- | | * Give the pack plan to production as per Pending order | | * Follow up to entry the FG document in SAP System in urgent basis. * Preparation of GRN for goods receipts against purchase order. * Receive quotation from various vender and freeze a vender against their below quoted price, vender validation, raise purchase order and close it on time. * Prepare and sent import permit for HBS, ENA and special spirits. * Fill the all excise book in time and make UP to date. * Follow up for vender payment. * Arrangement of RM PM as per production plan. | | **Reporting and Documentation** | | * Send daily Production to Head office and Unit head | | * Send Production report to unit head | | * Send factory hygiene report to unit head and concern department. | | * Send order short fall and pending order report | | * send dispatched and collection report | | * Make final production dispatched and collection report | | * Make Order in Order book -Gate Pass | | * Prepare Excise Permit(official government document) for dispatched | | * Prepare Mang Faram( Official Government document) for dispatched | | * Letter issue for ENA and Spirits and other raw materials | | * Proper filing of legal document. | | * prepare Annual Service Contract and Annual Maintenance Contract * Prepare Excise return and Monthly Maskewari. * Maintain Excise register and verify with excise officer on regular basis. * Sort incoming mail, faxes, and courier deliveries for distribution * Prepare and send outgoing faxes, mail, and courier parcels * Forward incoming general e-mails to the appropriate staff member * Purchase, receive and store the office supplies ensuring that basic supplies are always available * Code and file material according to the established procedures * Provide secretarial and administrative support to management and other staff * Make travel, meeting and other arrangements for staff * Coordinate the maintenance of office equipment * Make causal wages of labor in absent of HR Manager. * Maintain attendance record.   **Summary of Work Experiences**   1. **Administration /Account Assistant for 1 year (3rd April 2009. to 2nd April 2010)-NGO Federation of Nepal District Branch, Makwanpur Nepal.** 2. **Office Assistant (Cum Billing (Medical Record Department (8th April 2010 to 11th November 2010.)-Nobel Medical College and Teaching Hospital, Biratnagar Nepal.** 3. **(Office Assistant) - (Supply Chain Department) in Asian Paints Nepal Pvt Ltd.(1st June 2011 to 29th Sep 2014)** 4. **Administration /Store Officer in United Spirits Nepal Pvt Ltd since 30-September 2014.**   **Current Salary Per month NRS 60000(AED 2100 Aprox)**  **Expected Salary Per Month : AED 4000 to AED 7000** | |  | |  | |  | |

**8. Language Ability**

* Writing and speaking ability in Nepali, English and Hindi language.

**9. Uses of Accounting and Administration Software**

* **Microsoft Navision (Used for 3 years in Asian Paints Nepal)**

1. Order Creating, Customer Invoicing, Customer Service Level report, Customer Aging report.
2. Collection entry, Journal Voucher, customer outstanding report, sales vs collection report, Daily Sales report, Petty cash entry.
3. Customer wise Pending Order etc.
4. Other report as per needs.

* **SAP Business One (Currently Using Since September 2014-in United Spirits Nepal Pvt Ltd.)**

1. Order creating, Invoicing, Daily report, Production Report.
2. Collection report, RM-PM Report, Actual Sales report
3. Material Issue for production, Production Close, total Inventory entry and report.
4. Sales VS collection, Customer outstanding report ETC.
5. Other report as per needs.