 **SUDERSAN**

**SUDERSAN.334000@2freemail.com**

**JOB OBJECTIVE**

To obtain a position as an accountant in a company that offers a variety of challenges and opportunities.

**PROFILE SUMMARY**

Accounts Payable Accounts Reconciliation Group Company Accounts

Fixed Assets Management Working Capital Management Payroll Management

Reporting Proficiency VAT & Tax returns Overhead Cost Allocations

Accounting Principle Teambuilding & staff supervision Filing System

* Experienced accountant having worked with retail and financial areas with excellent communication and ERP skills.
* Proficient in handling vendors/customers account, payroll, fixed assets, statements of depreciation.
* Prepare accounting ledgers and reports, monthly closing, overhead allocations, prepaid entries and resolve accounting discrepancies.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Capable in handling operating expenses, cash management, tax filing with revenue department, provident fund.
* Strong negotiating and networking skills, enthusiastic and ability to work well with others and achieve team goals.

**WORKING EXPERIENCE**

**Accountant 2012 (Feb) – 2016 (Sep)**

***Industrial Equipment & Services Co. L.L.C.*** *Doha, Qatar (4 years and 8 months)*

* Overseeing accounts payable, accounts reconciliation, balance confirmations, handling invoices, schedule of payments, prepare and process domestic/foreign payments and resolve exchange differences.
* Overseeing fixed assets verification & reports, customs & freights allocations, daily/monthly working capital, petty cashes.
* Maintaining intercompany reconciliation, bank reconciliation, prepaid expenses & post dated receivable/payable reconciliation.
* Assisting accounts receivable, payroll management, employee settlements, sales & collection commission settlements, banking transaction, insurance, LC & TR recordings/reports taking.
* Assisting in MIS reports, month end closing, yearly financial audit and stock taking,

**Assistant (Operation/Share Department)** **2008 (June) – 2012 (Feb)**

**Shree Investment and Finance Company Ltd.** Dillibazar, Kathmandu, Nepal (3 years and 9 months)

* Handling daily bank deposit and withdrawal, book keeping, maintaining petty-cash and assisting in tax/PF payment/deposit.
* Handling payments and record keeping of electricity, telephone, internet, maintaining inventory of office stationary/supplies and its procurement.
* Maintaining renewal of vehicle license, post office facilities, making arrangements for repairing office equipment and providing support on meetings and drafting official letters.
* Assisting share department includes handling of share certificates, dividends, warrants, holder’s portfolio, stock quantities, prices, transaction reports and making follow up with stock exchange on share ownership transfer.

**ACADEMIC DETAILS**

**2006** **Bachelor’s in Business Studies** (Accounts/Finance)

“Kantipur College of Business Mgmt. & Humn. Studies” New Baneshwor, Kathmandu**,** Nepal

**2003** **10+2 Management** (Business Management, Accounts, Economics, Business Math and Marketing)

“Bagmati Modern College” Naxal, Kathmandu, Nepal

**2001** **SLC - School Leaving Certificate**

 “Bagmati Boarding Higher Secondary School” Naxal, Kathmandu, Nepal

**VOLUNTEER / COMMUNITY EXPERIENCE**

**Finance and Administrative Facilitator 2008 (June) – 2012 (Feb)**

***The Art of Living-Nepal****, Kathmandu, Nepal*

* Managed and oversaw office budgets and petty cashes, book keeping, general ledger, preparation of trial balance, assisted yearly audit, program related reports and served as liaison to treasurer and governing board.
* Coordinated activities of governing board, oversaw all conference events, including weekly courses, sessions, meetings, make travel arrangement and facilitate in all operational works.
* Drafted all official written correspondence, record keeping and other duties included transcription, monitoring, scheduling, and controlling records of donations and assist in fund raising ventures.

**President** **2007(June) – 2009(Feb)**

**New Vision Club**, Dhumbarahi-4 Kathmandu, Nepal

* Managed club policies and procedure for this youth initiative social club.
* Created processes for office management of club, coordinated, monitored and supervised various social and sports based programs and activities.
* Assisted in generation and collection of funds.

**TRAINING / ACCOMPLISHMENTS / SKILLS / INTERESTS**

* TA-1 (The Accountant-1) manual/computerized accounting training from Institute of Professional Excellence “IPE”.
* French language ordinary Level-I & II from “Bishwo Bhasa Campus” – Affiliated to “Tribhuvan University”.
* The Art of Living Part-I, Part-II, DSN, Sahaj Samadhi and YES!+ course.
* Career Workshop training from LDS Employment Services
* Insurance Agents Training from Gurash Life Insurance Co. Ltd.
* A case study on **“**Liquidity Position of Nepal Investment Bank Ltd.” in the partial fulfillment of the requirement for the Degree of Bachelor’s in Business Study.
* A case study on “Narayan Temple Restoration Project” Basantapur Durbar Square in the partial fulfillment of the requirement for the Degree of Bachelor’s in Business Study.
* Well known with accounting software includes - FOCUS ERP system, Pioneer Plus Accounting Software, Tally, Bank Plus.
* Familiar with Microsoft word, Excel & PowerPoint, web browsing, using statistical tools and report writing, using computerized customer database programs.
* Desirable knowledge in using office equipment like fax, printer, photocopier, scanner, projector etc.
* Special interests in football, camping, sketching and music.

**PERSONAL DETAILS**

Date of Birth: 17th August, 1985

Nationality: Nepalese

Marital Status: Single

No. of Dependents: 3

Date of Expiry: 09/09/2025

Visa Status: U.A.E. Tourist Visa