**Birajan Sapkota**



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🖂: Dubai, UAE (Visit visa expires on 15th November)



**VALUE ADDITION STATEMENT**

Looking for Account & Finance Senior level position where I could utilize my knowledge, training skills and experience for better growth of the organization. And I am desirous of working in an organization which provides adequate opportunity for career development, with contribution to the success of organization by my sincere efforts.



**PROFESSIONAL EXPERIENCE**

**JKK AND ASSOCIATES,** Chartered Accountants Firm

**Article Trainee/Audit Staff – (April 2012 to April 2015)**,New Delhi, India

**Account & Audit Executive – (May 2015 to August 2017)**, Kathmandu, Nepal

During my professional journey, I got the chance to represent our firm on variety of professional assignments comprising of Statutory Audit, Internal Audit, Tax Audit, Management Audit, Concurrent Audit, Special Purpose Audit and Accounting. Till date, as a Team member**/**Team leader I had completed more than **fifty** assignments of various industries, and some extracts of the assignments are given below;

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| --- | --- | --- |
| **Name of Organization** | **Nature of Assignment** | **Key Responsibilities** |
| State Bank of India (Vikas marg branch) | Internal Audit | Review of internal control system and Compliance with various provisions of RBI Act. |
| Gopal Soap Industries Pvt. Ltd. | Business Strategy Formulation and Implementation | Business expansion plans, internal checks and controls reporting to management with suggestions, market research, procurement procedures and overall business development strategy formulation. |
| Ncell Pvt. Ltd. | Special Purpose Audit | Reporting to Nepal Rastra Bank (NRB) and Nepal Telecommunication Authority (NTA) on Foreign Exchange transaction of NCELL. |
| KLA Const. Technologies Pvt. Ltd. | Statutory Audit | Review of Books of Accounts and conduct of statutory Audit as per Companies Act. |
| Landell Mills Limited-UK (Branch) | Management Consultancy | Financial Planning, Project Management and control, Legal and tax compliance. |

**Work Exposure**

* Preparation and Review of Financial Statements of Various entities.
* Physical Stock verification of various Companies and departmental stores.
* Preparation of various periodic financial statements/reports, reconciliations of Bank/Cash/Party balances.
* Filing of Income tax Returns/TDS Return/VAT Return/Service Tax Return (Manual as well as electronic) for both Individual as well as Corporate Assesse.
* Registrar of Companies (ROC) Matters (Registration, Winding up, Annual Return Filings).
* Assisted in Finalization of Reports (Internal/Management/Statutory Audit, Business Proposals).
* Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order (CARO), 2015.
* Review of Corporate Governance Reports and other Secretarial records.
* Preparation of details and documents asked in scrutiny assessment proceedings.
* Various replies to Government Authorities.
* Vouching of Various Books like purchase book, Cash Book, Journal Book etc.
* Two years of trading experience in **Cash and Derivative Market**.

**Role & Responsibilities**

I had following role and responsibilities during my professional engagement:

* Worked as Team leader/member in managing and conducting the audit works related with statutory audit, special purpose audit, internal audit, tax audit, financial consultancies and other assignments.
* Planning of individual audit engagement, prepared audit requirement list, assign audit areas to team members and assess the risk areas before audit engagement.
* Review of Financial statements, transaction documents, records and reports of the organization under audit.
* Review of internal control system, procurement procedures, corporate governance and management structure of the organizations.
* Reviewed the compliances with taxes, local laws, policies and procedures.
* Review of filing of income tax returns and VAT returns.
* Supervise the work of audit team and review their reports and documents.
* Issued draft/final audit reports to principal and to the client.
* Discussion on management representation letter with client and provided appropriate recommendation to the management regarding the compliance with laws and audit issues.
* Preparation of audit programs in consultation with client.
* Analysis of draft financial statements including notes to accounts.
* Physical counting and valuation of stock in accordance with Accounting Standard issued by ICAI.
* Timely calculation & deposit of TDS.



**Key Skills**

* Financial Reporting Bookkeeping



* Financial Analysis Account Payable
* Account Finalization Account Receivable
*  Internal/External/Tax Au Bank Reconciliation
*  VAT/TDS/TCS/Tax Accounting and Auditing Standards
*  Statutory Returns (Tax, VAT & ROC) Tally ERP 9
* VAT/Tax Accounting Excel



**EDUCATIONAL QUALIFICATION**

***Academic/Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Examination** | **Board/University** | **Year** |
| 1. | Secondary | Govt. of Nepal (GON) | 2008 |
| 2. | Higher Secondary | Higher Secondary Education Board of Nepal (HSEB) | 2010 |
| 3. | B.Com (A&F) | Indira Gandhi National Open University (IGNOU), India | 2013 |
| 4. | CA Final (Running) | The Institutes of Chartered Accountants of India (ICAI) | - |



**COMPUTER EXPOSURE**

* 100 Hours Information Technology Training from ICAI, Delhi.
* Proficiency in MS-Office, Internet browsing, ROC Software, E-TDS, & Accounting Package viz. **Tally**, Swastik and other Accounting software used in government organizations.
* Other Customized Software as per Need Based.
* Basic knowledge of programming languages (C, C++, Java).



**PERSONAL DETAILS**

Gender: - Male

Date of Birth: - 15th April 1993

Proficiency in Language: - English, Hindi & Nepali

Nationality: - Nepalese



**REFERENCE**

1. CA Lokendra Ayer (Manager) 2. Puspa Prasad Dahal (Administrative Manager)

JKK AND ASSOCIATES Shirts Corner LLC

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