**ROSHAN**

**Dubai, UAE** [roshan-393316@2freemail.com](mailto:roshan-393316@2freemail.com)

**Professional summary**

I am flexible, focused and maintain a calm and professional demeanour at all times, even when working under pressure. In my previous role I was responsible for managing a number of large clients’ budgets and cash flow and providing detailed analysis of financial data. Looking to further my knowledge and take on new responsibilities and challenges. I am confident that with my skills and experience, I would make an excellent member of your team.

**Skills**

* **Data entry**
* **Accounting, Petty cash management**
* **Invoicing and collections**
* **Journal ledger management**
* **File maintenance**
* **Month closing reports**
* **General ledger**
* **Accounting receivable**
* **Bank Reconciliation**
* **Invoicing**
* **Proficient in (Tally and Swastik Gold)**
* **Enterprise resource planning (ERP)**

**Work History**

* **Assistant Accountant Oct 2013 –Feb 2019**

**Assistant accountant**

**Oct-2013 to Oct-2016 (3 years)**

**Jan-2017 to Feb-2019 (2 years)**

* **Monitored the status of accounts receivable and payable to facilitate efficient processing.**
* **Reviewed financial statements and supporting documentation.**
* **Reviewed GL entries and assessed accuracy**
* **Completed financial reports to inform managers and stakeholders**
* **Updating the general ledger with the latest transaction details.**
* **Petty cash management.**
* **Handling inventory.**
* **Responding to e-mail and providing information by replying phone calls.**
* **Banking deposit and bank documents reconciliation. Daily posting in system.**

**Educational Details**

**SLC (RADHA KRISHNA SECONDARY SCHOOL- NEPAL)**

**+2 MANAGEMENT (NATIONAL ACADEMY-NEPAL)**

**BBS (MANAGEMENT) (TRIBHUWAN UNIVERSITY, NEPAL)**

**MBS (MANAGEMENT) (TRIBHUWAN UNIVERSITY, NEPAL)**

**ACCOUNTING PACKAGE COURSE (NEPAL)**

**CORE COMPETENCIES**

* **Fast learner, Assertive.**
* **Interpersonal skills, Ability to work independently, also good at teamwork.**
* **Methodical approach and problem solving.**
* **Excellent communication skill and a strong desire to work hard and perform well.**
* **Finish tasks in deadline, enjoy working in deadline.**
* **Presentable and very good in communication and personal skills.**
* **Customer satisfaction-oriented.**
* **Attention to detail.**

**PERSONAL DETAILS**

**Date Of Birth: 17-05-1989**

**Gender: Male**

**Marital Status: Single**

**Nationality: Nepali**

**Visa status:- visit visa**

## Declaration

I hereby declare that the above statements are true and correct to best of my knowledge and belief.

**ROSHAN**