**CURRICULUM VITAE**

**Nabin**

**ACCA, Chartered Certified Accountant**

Dubai, United Arab Emirates

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**PROFILE SUMMARY**

Highly skilled & results-oriented professional with 5year and 8 months of experience in a deadline-driven environment. Proven track record in consistently and effectively performing variety of professional level accounting duties related topreparing,verifying, and reconciling complex financial transactions, trade finance task, VAT filing, preparing budget forecasts,MIS reporting, month-end closing reports& audit.

**CARRER OBJECTIVE**

To drive my career in accounting role with a well-known organization where I can contribute my accountancy skills and practical experience and be part in its success.

**QUALIFICATIONS**

**National College of Accountancy (ALP-ST Gold)**, Kathmandu, Nepal.

**Association of Chartered Certified Accountants (ACCA)**

Diploma in Accounting and Business March 2013

Advanced Diploma in Accounting September 2016

Completed ACCA April 2016

**WORK EXPERIENCE**

Working Tenure:Aug, 2018 – May, 2019.

Designation: Accountant.

This company is a Free Zone Establishment registered within JAFZA in United Arab Emirates and provides accounting services to all the UAE & KSA based companies within the group.

**Main Responsibilities:**

* Responsible for **preparing &presentingreporting package** of **Christian Louboutin FZCO** (Distribution company) &**CLAD Trading LLC** (Retail company) to finance on monthly basis,
* Reconciling & finalizing the **Trial Balance** and **Balance Sheet Schedules**on regular basis,
* Compiling the company’s **financial statements**for the purposes of providing it to the auditorand ensuring the **audit** is completed within deadline,
* **Reconciliation** of **Suppliers & Customers Accounts** on a monthly basis,
* Preparation and filing of monthly **Value Added Tax (VAT)** return of group,
* Responsible for **LEVEL SHOE DISTRICT &LEVEL KIDSpayments** to concession suppliers after verifying the invoices on fortnightly basis,
* Calculating & recharging Credit Card Charges to concession party against Store Sales, E-Commerce Sales,
* Acting as the liaison between the external audit team and the internal accounting department.
* **Preparing and posting** the **prepayment amortization, accruals, salaries journal entries** monthly,
* Preparing and circulating Marketing Expenses Dimension Report and dealing with the queries from group finance.

**Main Achievements:**

* Successfully carried out audit of two companiesduring August 2018 (Company’s Financial Year End) & December 2018,
* Ensured paymentsare released to concession/ suppliers within the deadline,
* **Hands-on knowledge of IFRS 15& IFRS 9 (ECL Model)**,
* Maintained error free debtors & creditors accounts.

Working Tenure:Oct, 2017 – July, 2018.

Designation: Accountant.

This company is a Free Zone Establishment registered within Hamriyah Free Zone Authority in United Arab Emirates and tradesin Metal Scrap and commodities (Both Ferrous and Non-Ferrous).Reporting to the Accounts Manager I managed the overall accounting of the company.

**Main Responsibilities:**

* **Preparing cash flow forecast** and presenting it on weekly meeting for management approval,
* **ProcessingSupplier payment** via **LC, TR, TT and Cheque** as per the approved cash flow forecast,
* Maintaining daily updated record of bank facilities and **settling the bank dues**within the due date,
* Carrying out **Bank, Debtors and Creditors reconciliation** on regular basis,
* Responsible for **posting journal entries (including Intercompany entries)** and book keeping in compliance with IFRS on a regular basis,
* Preparing **MIS reports**of head office and sister company on a weekly basis,
* Preparing &Filing of **Value Added Tax (VAT) return**,
* Handling **petty cash** of the company,
* Reconciling and finalizing the**Trial Balance**and **Balance Sheet Schedules**on a monthly basis,
* Compiling the company’s **financial statements**for the purpose of providing it to the auditor and ensuring the audit is completed within deadline,
* Acting as liaison between the external audit team and the internal accounting department.

**Main Achievements:**

* Successfully carried out the audit of two sister concern within the deadline,
* Increased the frequency of reports from Monthly to Weekly basis,
* Introduced proper Internal control systems for effective operation of Petty Cash,
* Reduced errors to zero of Bank accounts by carrying out reconciliation every day.

Working Tenure:July, 2016 – July, 2017

Designation: Senior Accounts Officer

This company is a Construction Company (‘A’ Class) registered within Nepal working in Construction business activities. Reporting to the Chief Finance Officer, I managed a team of 3 assistant accountants.

**Main Responsibilities:**

* Preparing **Financial Statements and reports**of head office and JVs on a monthly basis,
* Circulating financial information for business analysis and audit purpose as per the requirement,
* Compiling the company’s financial statementsfor audit purpose,
* Processing**Supplier payment via LC, TR, TT**after carefully validating the custom documents,
* **Capitalizing the cost of purchased raw materials and assets**as per IAS/IFRS,
* Preparing & Filing monthly **Value Added Tax (VAT) return**,
* Carrying out **Bank, VAT&Receivable/ Payable reconciliations**,
* Maintaining **fixed assets register** and **carrying out monthly depreciation**,
* Validating and confirming supplier has deposited the TDS deducted on the TAX Invoice issued,
* **Reviewing the journal entries**posted by juniors on TALLY ERP 9.

**Main Achievements:**

* Increased the frequency of reports from quarterly to monthly basis,
* Recruited and trained 2 accountants to join the team,
* Reduced penalties for non-filing VAT return by almost 85% over a year,
* Reduced errors on Bank, VAT & Party accounts by carrying out reconciliation every month.

Working Tenure: July, 2013 – July, 2016

Designation: Senior Audit Associate

This company is a Chartered Accountants firm providing audit, taxation, advisory & consulting services within Nepal. Reporting to the signing partner, I managed a team of 2 ACCA trainees.

**Main Responsibilities:**

* Leading team for conducting statutory and internal audit of clients with variety of scopes,
* Using Professional Skepticism while auditing the final Accounts (Balance Sheet, Income Statement)
* Tax return preparation and filing for companies, partnership firms and individuals,
* Assessing and providing proper review of Internal controls and general reporting systems,
* Submitting reports to the management highlighting the risk involved and recommendation,
* Verifying the depreciation calculation, expenses supporting’s,
* Submitting the audited draft financial statements & audit working papers to partners for review,
* Documentation and record keeping of audit work.

**Main Achievements:**

* Maintained electronic database system which resulted in reduction of data loss,
* Trained and shared knowledge with juniors,
* Achieved practical knowledge of book keeping by studying books of account.

**SKILLS**

* Proficient in ORACLE E-Business Suite, Contrac ERP,Tally ERP 9 and Microsoft office products (Excel, Word, PowerPoint, Outlook),
* High degree of accuracy and attention to detail with the capacity to detect errors,
* Excellent organizational skills with the ability to prioritize multiple tasks while meeting deadlines,
* Maintenance of high level of discretion when dealing with confidential information
* Strong written and oral communication skills, interpersonal skills, analytical skills,
* Customer friendly approach to assignments.

**PERSONAL DETAILS**

* D.O.B. : 27-July-1995
* Nationality : Nepali
* Sex : Male
* VISA : **Visit Visa (Valid till 23 Oct, 2019)**
* Language Proficiency : English, Hindi & Nepali.

**DECLARATION:**

The above given information is true to the best of my knowledge.

**REFERENCE:**

Will be provided upon request.