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| **Objective**To work with an organization that offers challenging growth opportunities through continuous learning and sharing of knowledge so as to excel in the proposed field and train oneself a true professional.**Skills**Computer skills * Microsoft office 2016
* Email & internet
* Photoshop
* Peachtree accounting software

Language known (spoken & written)* Nepali
* Hindi
* English

Personal skills * Positive attitude towards work
* Ability to work in new and challenging environment.
* Willingness to work in groups activities.
* Communication power
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| **RAJ | C/o- +971504973598 | E: raj.379260@2freemail.com** **accountant, ADMINISTRATIVE, DATABASE entry, official work & sales** |

**Experience****accountant • al shuaa aluminum factory.Bahrain • Aug.2009 – Aug 2011**Responsibilities:* Office Administration
* Keep Daily Records of Manpower on Computer
* Keep Accounts on Peachtree
* Keep inventory Records, Bank Withdrawals and Deposits, Manage post Date Cheque & Bank Reconciliation
* Handle the Petty cash and Purchases for Company.
* handle costumers & sales
* Prepare Documents, letters and preparing Tender Pre-Qualification Documents as per rules of Kingdom of Bahrain

**accountant/office assistant •chandra surya sip bikash sanstha., NEPAL• oct.2011 – till date**Collaborateextensivelywith auditors duringpreliminaryand year end audit process.Track all spending against approved request.Makeprocurement documents for the proposals.**Education**

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| **Degree** | **Year** | **Institution** | **University/Board** |
| Bachelors  | 2006 | Tribhuwan University | TU |
|  Intermediate ( +2) | 2002 | Damak Model Higher Secondary School | HSEB |
| S.L.C | 2000 | Shree Saraswati Secondary School |  |

**Volunteer Experience or Leadership*** Working as a supervisor of Local government & Community development program(LGCDP) under Damak Municipality
* CMA( Community Medicine Assistant) From AMDA HOSPITAL
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