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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 | |  | | --- | | **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**  |  |  |  |  | | --- | --- | --- | --- | | **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 |