

Nitesh Nepali

Mr

Nationality: British/ Hong Kong ID Holder

City: kowloon

Phone Number: 95214465

Marital Status: Single

Born on: 08/20/1982

Country: Hong Kong (Special Administrative Region of China)

Email: nitesh82@hotmail.com

Sex: Male

Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Education

2008/09 - 2011/12

University of Surrey

Guildford, UK

Accounting and Financial Management

Graduated with Second Class Honours.

10/01/2005 - 10/01/2006

London School of Management

London, UK

ABE Business Studies Certificate (Diploma)

Certificate in Business Administration was awarded upon the completion of the course.

2001 - 2003

Himalayan White House International College

Kathmandu, Nepal

Hotel Management

Successfully completed 10+2 course (Equivalent to A Level) and was placed in First Division.

1994 - 2001

Kantipur English High School

Kathmandu, Nepal

Secondary School

I was awarded the School Leaving Certificate upon successful completion of the course in First Division.

Work Experience

2013 - 2015

Asmita and Associates

Aldershot, UK

Accounts Assistant

My main duties included assisting the team of accountants with various accounting duties like book keeping activities, working with sales and purchase ledgers and running calculations to ensure that records and payments are correct, receiving and processing all invoices, expense forms and requests for payment, sales order processing etc.

11/03/2006 - 15/12/2014

ROC UK Limited

Camberley, UK

Sales Advisor

My main duties were to serve customers, informing them about our products and promotional offers and working as a team to achieve sales target.

Language Skills

English (Fluent in Speaking, Writing and Reading)

Technical Skills

- Communication
- Teamwork
- Problem solving
- Flexibility

Computer Skill

Fully competent in using Microsoft Office packages such as Word, Excel and PowerPoint.

Computer Hardware and Network Professional

Excellent knowledge of accounting software Sage 50

References

- Available upon request.