



Ribisha Tamang

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Hetauda, Nepal 44107

Professional Summary

Self-motivated individual with excellent planning and organisation skills seeks role leading busy accounting team. Completes tasks with focus and precision to deliver accurate, reliable outcomes. Confident communicator and keen problem-solver for smooth team operations.

Skills

Progress reporting	Initiative
Sales target monitoring	Problem Solving
Business development	

Work History

04/2023 - Current

ACCOUNT OFFICER

Universal Bodyguard & Security Service Pvt. Ltd

- Built and strengthened relationships with new and existing accounts to drive revenue growth
- Liaised between clients and sales executives to resolve account management issues
- Managed, mentored and assigned tasks to interns
- Cultivated and maintained excellent interdepartmental working relationships to facilitate
- Performed end-to-end account reconciliation processes.

04/2022 - 03/2023

ACCOUNTANT

Gems English Medium School, Hetauda, Nawalpur-11

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions
- Reconciled accounts from income and expense data to net worth and assets
- Reviewed and processed employee expense reports and vendor invoices for payment
- Analysed monthly balance sheet accounts for corporate reporting
- Checked and imported payroll and pension data to pay salary deductions
- Maintained integrity of general ledger, including chart of accounts.

05/2019 - 09/2019

INTERN

Shikhar Shoes

- Sorted, labeled and filed documents by alphabetical order to maintain consistency
- Assisted in formulating expenditure reports to submit to manager
- Monitored stock to maintain consistent supply for inventory
- Communicated with customers regarding products and services to raise brand awareness.

Education

03/2022	Master of Business Administration, Finance, Uniglobe College, Kathmandu, Nepal
11/2017	Bachelor of Business Studies, Business, Makwanpur Multiple Campus, Hetauda, Nepal
10/2013	High School, Management, Hetauda School of Management, Hetauda, Nepal
06/2011	School Leaving Certificate, Ujjwal Shishu Niketan, Hetauda, Nepal

Personal Information

Date of Birth: 09/27/95

Languages

Nepali:	Hindi:
Bilingual or Proficient (C2)	Intermediate (B1)
English:	
Intermediate (B1)	