

KANCHAN TAMANG

Thankot, 10 Chandragiri, Kathmandu

Date of Birth: 15 January 1997

Nationality: Nepalese

Mobile Number: +977- 9840239524

Email Address: tamangkanchan22@gmail.com

My Objective

To obtain an executive challenging Import Manager Position within a growth oriented, progressive company. I want to apply my business development skill to an environment where it will make a significant impact of my role to the company.

Academic

● Bachelor in Business Administration

OPJS University Churu

Rajasthan (India)

Grade Obtained: First Division

Course Start Date: 2015

Course End Date: 2022

● High School in Business Studies

Nepal Kasthamandap H. S School

Kalanki, Kathmandu, Nepal

Grade Obtained: 58.10%

Course Start Date: 2013

Course End Date: 2015

● School

Bright Angels School

Thankot, Kathmandu

Grade Obtained: 73.75%

Course End Date: 2013

Work & Experience

- Position: Junior Accountant
- Company: Yuba Tara Saving & Co- Operative Ltd.
- Start date: 16th July 2021
- End Date: 17th September 2023
- Location: Nagarjun, 04 Sitapaila, Kathmandu, Nepal
- Contact Details : yubatarasaving@yahoo.com

Duties & Responsibilities As a Junior Accountant:

- **posting journal entries,**
- **updating financial statements**
- **maintaining accounts receivable and accounts payable**
- **paying monthly payroll**
- **preparing financial reports**

Strength

- ❖ Lead a group
- ❖ Diligent and creative
- ❖ Work in all environment
- ❖ Agility
- ❖ Politeness
- ❖ Patience
- ❖ Honesty

Communication skills

-  Nepali
-  English
-  Hindi

