

Resume:

Swastika Waiba

Date of Birth: 1995-06-28

Address: Mahabharat-6, Kavrepalanchok

Mobile No: 9840802588

Email: swastikawaiba@gmail.com

Career Objective:

Detail-oriented and results-driven finance professional with a Master's in Business Studies (MBS) and over one and half years of experience as a Co-operative accountant at Tirtha Saving and Credit Co-operative Ltd. Proven track record of accuracy and efficiency in financial management within the co-operative sector.

Academic Qualification:

(2018-2022) Mastre's Degree on Business Studies (Specialization in Finance)

Grade: 3.38

Pashupati Multiple Campus affiliated to T.U

(2014-2017) Bachelor's Degree on Business Studies (Specialization in Account)

Grade: 47.30

Pashupati Multiple Campus affiliated to T.U

(2012-2013) Intermediate (10+2) HSEB

Grade: 62.40

Chamunda Secondary School

(2011) School Leaving Certificate

Grade: 69.13

Chamunda Secondary School

Experience:

- Working as an accountant at Tirtha Saving and Credit Co-operative Limited since 17th July 2022 to till date.

Job Responsibilities:

- Prepare payment vouchers and journal entries with adequate supporting documents.
- Preparation of vouchers, periodic financial statements, and report to MD.
- Voucher payment entry in accounting software (INFINITY)
- Manage complete process of E TDS payment in IRD system.
- Proper bookkeeping of day-to-day transaction and reconciling accounts payable and receivable.
- Manage the reception desk, welcome visitors, and answer their inquiries or guide them.
- Keeping staff attendance records and time sheets up to date.
- Responsible for maintaining warehouse, stock and assets record.

Skills:

- Excellent commanding and communication skill
- Able to work effectively with minimal guidance and supervision
- Solid problem solving and time management skills
- General Ledger Management
- Accounts payable/Receivable
- Microsoft Excel
- Teamwork

References:

Ananta Shrestha

Chairman

Tirtha Saving and Credit Co-operative

Tel: 9851149634

Maniratna Parajuli

Department Head Of MBS Faculty

Pashupati Multiple Campus

Tel: 9841211911

