

Personal Information

Name: Baibhav Pandey
Gender: Male
Date of Birth(DOB): 1991-01-16
Permanent Address: Kalaiya, Ward No.6
District: Bara
Current Address: Kalaiya-6, Bara, Nepal
Marital Status: Single
Contact Number: 9845119356
Mobile Number: 9802719356
Email: baibhav.pandey@gmail.com
Contact Person: Baibhav Pandey
Contact Person's Number:
Country: Nepal
Nationality: Nepalese
Citizenship No.: 331055/29

Education Details

Academic Level: Others
Board/University: Institute of Chartered Accountants of India
School/College: Institute of Chartered Accountants of India
Degree Title: Chartered Accountant
Division: First
Percentage/CGPA: Percentage/CGPA
Passed Year: 0000
Degree Status: Not Completed

Academic Level: Intermediate/10+2
Board/University: HSEB
School/College: Crimson International College
Degree Title: Intermediate
Division: First
Percentage/CGPA: Percentage/CGPA
Passed Year: 2009
Degree Status: Completed

Short Term Courses / Professional Trainings

Completed 7 Days Orientation Program held by Institute of Chartered Accountant of India. Completed 100 Hours of Information Technology Program held by Institute of Chartered Accountant of India.

Skills and Competencies

Language Skills: Can read write and speak English, Hindi and Nepali fluently.

IT Skills : 1. Advanced Database Management. 2. Advanced Office, 3. Advanced Tally (All versions) 4. Busywin. 5. Swastik. 6. Well familiar with all versions of operating systems.

Other Skills : Team leader of above and over a team of 40 members with direct reporting to Finance Manager.

Work Experience

Organization: Deepak Roshan & Associates

Position: Accounts and Audit Officer

Department: Accounts and Taxation and Audit

From (Date): 0000-00-00

To (Date): 0000-00-00

Organization: Suresh Surana and CO

Position: Accounts Officer

Department: Audit and Accounts

From (Date): 0000-00-00

To (Date): 0000-00-00

Organization: Organization

Position: Position

Department: Department

From (Date): 0000-00-00

To (Date): 0000-00-00

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: 25000

Preferred Location: Any

Driving License: Two Wheeler

Cover Letter

Dear Sir(s), It will be a great opportunity and glory to work with a reputed institution like Jagdamba Cement; not only an opportunity to excel my career in Manufacturing Sector but also to boost my knowledge to use it for growth of the institution. I've spent the last 5-year and a half working full-time as an Account Officer and Audit Manager for a Chartered Accountancy Firm that specializes in Accounting content during which I got an excellent opportunity to perform and excel my ability in the sphere of Accounts, Audit and Taxation. Adding value to my career, I engaged myself for other one-year and a half for Golchha Organization, Kathmandu in Tally Sales and Administrative Division as Accounts Officer (junior). Moreover, Another year invested in Suresh Surana and Co. as Accounts Executive. During that time, I've logged thousands of hours doing everything related to the Accounting and Auditing process, including General Ledgers, Finalization of Balance Sheet and Tax Audit reports, Analysis of Expenses Variation, Capitalization of expenses and Revenue as well as Fixed Assets, Secretarial Practices, verification of purchase and its booking along with TDS VAT and Service tax as well as making of financial policies and implementing the same. Moreover, I spent a large span of time in strategies formulation and implementation in various companies. I currently was managing a team of over 40 staffs who work on a variety of different subjects, and I ensure that the quality of every submission meets our high Accounting Practices standards. What I liked most about my current job is that it gave me the opportunity to learn and be creative, and it looks like this position would do the same. I feel that I could be a valuable asset to your team, and I bring to the table all of the skills that you require in a skilled manpower in your department.

References

Referee: Head of Department , Taxation

Post: Head of Department , Taxation

Organization: Deepak Roshan & Associates

Address: sector 26, Noida

Email: akku1231@gmail.com

Telephone: 9811500497

Referee: Partner

Post: Partner

Organization: KPMG

Address: Cr Road, Laxminagar, Delhi

Email: sumeet.gautam@gmail.com

Telephone: 9540905035