

PRERAK GHIMIRE

Koteshwor | PrerakGhimire123@gmail.com | PrerakGhimire.com.np

ACCOUNTANT ASSISTANT

PERSONAL SKILLS

- Management Skills
- Time Management
- Adaptability
- Research Abilities
- Problem Solving
- Decision Making

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Canva
- Tally
- Quick Books

EDUCATION

V.S. NIKETAN HIGHER SECONDARY SCHOOL 2017-2019

- Focused on Accounts, including subjects such as Financial Accounting, Cost Accounting.

Patan Multiple Campus Bachelor in Business Administration 2019- 2024
(Tribhuvan University)

- Studied a Bachelor's degree focused on Business Administration, including subjects such as Accounting, Finance, Marketing, Human Resource Management, and Organizational Behaviour.

WORK EXPERIENCE

Junior Accountant |Green Tick Pvt Ltd. April 2025 - Present

- Formulate and review policies as regards Industry Improvement
- Manage bookkeeping and payroll operations in compliance with accounting standards.
- Prepare and file VAT, income tax, and financial statements for regulatory accuracy.

CSD-Intern |Rastriya Banijya Bank June 2024 - August 2024

- Maintain accurate financial records and perform data entry for accounting transactions.
- Process cheque and statement printing, ensuring timely and accurate delivery.
- Manage account opening and closing procedures in compliance with company policies.