

## CA DIWAKAR PANDEY

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A Chartered Accountant (CA) holding a Certificate of Practice (COP) and serving as a partner at K. B. P. S. & Associates, Chartered Accountants, a growing and reputed firm.

I specialize in delivering comprehensive financial and advisory services to individuals, businesses, and organizations, with a particular focus on small and medium enterprises (SMEs) due to their vital role in nation-building and fostering a sustainable financial ecosystem. I bring expertise in statutory and internal audits, taxation and legal compliance, corporate advisory, consulting, and public finance management.

With a strong commitment to upholding the professional and ethical standards set by the Institute of Chartered Accountants of Nepal, I ensure meticulous planning and adherence to regulatory frameworks.

Having undertaken specialized training in public finance management, I am dedicated to providing high-quality services that support client growth and sustainability while contributing to the broader financial development of the nation.

### Academic & Professional Qualifications

Level	Name of Institute	Year
Public Finance Management (Certification)	Institute of Chartered Accountants of Nepal	2025
Masters on Business Studies (MBS)	Tribhuvan University	2024
Chartered Accountant (Membership)	Institute of Chartered Accountants of Nepal	2024
Chartered Accountant	Institute of Chartered Accountants of India	2023
Bachelor's degree in Business Studies	Tribhuvan University	2017
XII	Canvas Int'l College (HSEB)	2011
X	Shree Suryamati Secondary School (SLC Board)	2009

### Total Work Experiences of more than 8 years

#### 1. K. B. P. S. & Associates, Chartered Accountants | Partner

##### Key Area of Practices:

- Comprehensive Financial and Advisory Services
- Statutory & Internal Audit
- Legal Compliances & planning
- Tax laws & compliances
- Bookkeeping & preparation of Financial Statements
- Public Finance Management & System Development

## 2. A. Khadka & Associates | Chartered Accountant - 1 Year Internship | August 2023-August 2024

### Key Skills Acquired:

- Statutory Audit
- Financial Reporting & Consulting
- Implementation of Nepal Financial Reporting Standards

## 3. Kaizen Business Consultants | Managing Director | February 2019 - August 2023 | 4 Years

### Key Skills Acquired:

- **Team Management:** Led and motivated a team of professionals, providing guidance, feedback, and training.
- **Leadership & Strategy:** Demonstrated leadership skills by setting goals, developing strategies, and resolving conflicts. Developed and executed strategic plans for business growth, expansion, and diversification.
- **Government Authorities Liaison:** Effectively managed interactions with government authorities on behalf of clients and facilitated smooth business operations.
- **Client Relationship Management:** Established and maintained strong client relationships by providing quality services and timely solutions.
- **Business Process Re-engineering:** Implemented business process re-engineering to optimize operations and increase productivity and profitability of clients of various sectors
- **Internal Audit:** Conducted internal audits to enhance organizational efficiency and ensure compliance with standards and regulations

### Key Responsibilities

- Ensured corporate compliance for multiple companies by overseeing legal, tax, and accounting matters.
- Proficient in bookkeeping and financial statement preparation using various software tools and applications.
- Successfully processed bank loans and provided financial projections for clients based on their business plans and goals.
- Represented clients before government authorities, ensuring compliance and resolving issues related to taxation, licensing, registration, and other matters.
- Implemented business process re-engineering to optimize operations, reduce costs, improve quality, and increase customer satisfaction.
- Conducted internal audits to enhance organizational efficiency, identify risks, and vouch recommendations

## 4. Gupta Aggarwal Sharda & Jain | Audit Associates | March 2014 - August 2017 | 3.5 Years

### Key Skills Acquired:

- **Accounting:** Proficient in financial record-keeping and reporting.
- **Vouching and Verifications:** Skilled in verifying financial transactions and supporting documentation.
- **E-Filing:** Competent in electronic filing of various financial documents and returns.
- **Clients Dealing:** Experienced in interacting with clients, addressing their queries, and maintaining strong client relationships.
- **Auditing:** Profound knowledge of auditing processes and procedures.

- **Income Tax Returns (ITR):** Competently handle the preparation and submission of income tax returns.

### **Key Responsibilities**

- Successfully completed comprehensive audit work, including the preparation of detailed reports and the timely online submission of documents to the Registrar of Companies (ROC), E-TDS filings, and quarterly returns.
- Collaborated with senior management to effectively resolve audit issues and provided valuable consultancy services to corporate clients.
- Demonstrated excellent client management skills by handling client inquiries, engaging in discussions on various financial matters, and conducting regular client meetings.
- Conducted statutory audits for a diverse range of clients, including Regional Rural Bank, Uttarakhand, Delmos Aviation Pvt. Ltd., Aerofloat Airlines India Pvt. Ltd., and MSM Sainik School.

### **Extra-Curricular Activities**

1. Central Council Member of Nepal Student's Union
2. National Treasurer of Sushil Koirala Socialist Youth Circle
3. Former Joint General Secretary of NSU India
4. Former Executive Member, Hatemalo Nepali Students Group
5. Former Advisor Hatemalo Nepali Students Group
6. Speaker of seminar Contemporary Issues of Nepalese Economy and Entrepreneurship

### **Personal Profile**

1. Year of Birth : 1994
2. Gender : Male
3. Marital Status : Married