

Sabin Kumar Thapa

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WORK EXPERIENCE

Brokerage Rater, UPS ,900 Hanwell Rd, Fredericton (09/2022-Currently working)

Responsibilities:

- Assesses duties, taxes and brokerage fees of imported commodities
- Ensures assessment of taxes and duties adhere to customs and revenue agency regulation

Senior Counselor/Administrative Officer, Eduprime Global Pvt Ltd, Kathmandu (06/2020 - 07/2022)

Responsibilities:

- Building rapport to college coordinator/lecturer and current students
- Career and educational counseling to students and providing guidance to parents/students for proper required documents for higher studies abroad.
- Detail and thorough checking of documents, proofreading and guiding students in SOP writing and preparing interview
- Recording student details, monitoring progress of each student and constantly following up university/college from offer letter to GTE approval, visa lodgment and while providing assistance to student for bank loan

Accountant/Administrative Head, Samiksha Impex Pvt Ltd, Lalitpur (03/2015 – 04/2020)

Responsibilities:

- Assessment and verification of import duty, Custom service charges, value added import tax, insurance charges, bank charges and other handling charges from custom clearing agent for calculating COGS of imported goods i.e. (Engine oil) in Microsoft Excel.
- Communication with dealers for regular quality check of imported product batch
- Letter of credit opening, amendment of letter of credit and any new terms and conditions with suppliers
- Handle client's transaction, schedule payment (Ac payable, Long term liability), calling and mailing clients for Ac receivable, bad debts recovery.
- Schedule meeting to dealers/Supportive role for sales team in market/Assist Auditor
- Vat return entry in inland revenue department, Nepal

Administrative officer, Ramya World Holidays Pvt Ltd, Kupondole,Lalitpur (01/2011 – 06/2012)

Responsibilities:

- Developing tour packages by coordinating with tour guides, travel agencies, hotels.
- Mobilizing/scheduling meeting with staffs, agents to travel and tour programs
- Preparation of operational plan and budget

EDUCATION

Master of Business Administration (2012-2015)

Ace Institute of Management, Pokhara University, Nepal

Bachelor in Business Information System (2006 – 2010)

Little Angels' College of Management, Kathmandu University, Nepal

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Microsoft Excel(pivot table, conditional formatting, Xlookup, match, Index, filter)

Accounting software: QuickBook, FinPro

Behavioral skills: Multi-task, Attention to details, Persistence, Interpersonal skills, Prioritization

REFERENCES

Available upon request