

# SUNIL KUSHWAHA

ADDRESS: BIRGUNJ-16, PARSA, NEPAL

MOBILE: +977 9812229010/9845886364

EMAIL : [INFO@SUNILKUSHWAHA.COM.NP](mailto:INFO@SUNILKUSHWAHA.COM.NP)

WEBSITE: [WWW.SUNILKUSHWAHA.COM.NP](http://WWW.SUNILKUSHWAHA.COM.NP)



## CAREER OBJECTIVE

To obtain a challenging position in organization offering a variety of duties and responsibilities where my skills and abilities can be fully utilized to contribute the organization's profitability as well as to achieve various organizational goal. I want to be part of a team, which actively involves in standardizing various management processes, across the organization.

## PERSONAL SUMMARY

A well-presented and highly personable individual who has preliminary experience of the trading and manufacturing company. Possessing a range of abilities from providing support and coordination with colleagues. Able to handle and face problems & conflicts with a high degree of discipline. Have a capability to take right decisions in a right time under work pressure. Now, looking forward to make a significant contribution in different company that offers a various opportunity for progression and career enhancement.

## ACADEMIC QUALIFICATION

S.N.	Level	Institution	Board/University	Year (B.S.)	Division
1)	MBS	THAKUR RAM MULTIPLE CAMPUS	T.U.	PURSUING	-
2)	BBS	NATIONAL ACADEMY CAMPUS	T.U.	2079	2 <sup>nd</sup>
3)	+2	NATIONAL ACADEMY CAMPUS	N.E.B.	2074	1 <sup>st</sup>
4)	SLC	SUN LIGHT ENG.SE.SCHOOL	NEPAL BOARD	2071	1 <sup>st</sup>

## WORK EXPERIENCE (6 Years+)

### ❖ ACCOUNT CUM LEGAL OFFICER (17<sup>th</sup> Aug 2020 to Present)

#### **SARAWAGI GROUP-Murli, Birgunj**

- Sarawagi Group is one of the leading manufacturers, importers & distributors for premium multinational food and beverage brands in Nepal; specializing in Bakery, HORECA (Hotels, Restaurants, and Catering), Confectionery and Dairy-Products.

### ❖ ACCOUNTANT (22<sup>nd</sup> Oct 2018 to 12 Aug 2020)

#### **PATANJALI AYURVED PVT.LTD. -Parsauni, Bara**

- PAPL is FMCG company based in Prasauni, Bara, Nepal. The company manufactures cosmetic, ayurvedic medicine, personal care & food products.

### ❖ ASST. ACCOUNTANT (23<sup>rd</sup> Sep 2017 to 19<sup>th</sup> Oct 2018)

#### **SUBHASH KHANDELWAL & CO.- Reshamkothi, Birgunj**

## **JOB DESCRIPTION (J.D)**

### **Major Duties & Responsibilities Performed:**

- Experienced in using several Accounting Software.
- Customer & Vendor Reconciliation.
- Monthly VAT & TDS Reconciliation.
- Daily Cash & Bank Book Recociliation.
- Prepare Monthly VAT, E-TDS, PF,SSF Return Filing.
- Prepare Monthly Payroll of an employees.
- Daily Supervision of Cash & Bank Balance.
- Daily Business Transacion entry, Verification, Vouching, Filing & Documentaion.
- Managing a company accounts payable and receivable.
- Verify Trial Balance on daily basis for ensuring smooth operation.
- Perform Balance Confirmation from Party Quarterly & Annually.
- Creating and processing invoices.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Inter-Company Account reconciliation.
- Prepare Annex-13 Report for Audit Purpose.
- Prepare Mismatch Report during full audit assessment.
- Assist to Audit Team for preparation of Financial Statement of Company.
- Assist to Audit Team during Full Tax Audit/Assessment.
- Prepare necessary documents for legal case filing.
- Handeling overall court case filing and further process.
- LC related works.
- Prepare Official letters in Nepali & English for various official purpose.
- Visit Tax Office & Audit Office for Audit Pupose.

## PERSONAL DETAILS

---

+ Date of Birth	: 21 <sup>st</sup> Aug 1999 AD
+ Permanent Address	: Birgunj-16, Nagwa
+ Gender	: Male
+ Religion	: Hindu
+ Marital status	: Married
+ Nationality	: Nepalese
+ Blood Group	: AB +
+ Citizenship No.	: 34-01-73-02643
+ Driving License	: Two Wheeler
+ Language	: English, Nepali, Hindi & Bhojpuri
+ Mobile No.	: <a href="tel:+977-9812229010">+977-9812229010</a> / <a href="tel:+977-9845886364">9845886364</a>
+ Email ID	: <a href="mailto:info@sunilkushwaha.com.np">info@sunilkushwaha.com.np</a>
+ Website	: <a href="http://www.sunilkushwaha.com.np">www.sunilkushwaha.com.np</a>

## TRAINING, AWARD & CERTIFICATES

---

- + 3 Months Basic Computer Course Training.
- + 3 Months Accounting Package Course Training.
- + 3 Months Mobile Phone Repair Technician L-1 from CTEVT.
- + 7 Days ERP (Enterprises Resource Planning) Training.
- + Best Employee of the Month Award in Bhadra-2079 BS.
- + Participation in various skill development program etc.

## ADDITIONAL SKILLS

---

- + Advance Computer Skills and Basic IT skills.
- + Extensive Spreadsheet and MS Office skills.
- + Excellent communication and interpersonal skills.
- + Web Designer & Developer (Wordpress).
- + Custom Domain Based Email & Web Hosting skills.
- + Excellent communication, writing and typing skills.


## JOB PREFERENCES

---

- + **Looking for:** Mid & Senior/Officer Level
- + **Job Categories:** Account/Finance/Legal/Administration/Operation/HR/General Mgmt.
- + **Available for:** Full Time
- + **Current CTC:** NRs. XXXXX/- PM
- + **Expected CTC:** NRs. XXXXX/- PM

## REFERENCES

---


 Available upon request.

## DECLARATION

---

✓ I hereby declare that the above information is true to the best of my knowledge.

☐ Sunil Kushwaha

  
.....