

SUNIL KUSHWAHA

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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.)	Marks
1)	MBS	THAKUR RAM MULTIPLE CAMPUS	T.U.	PURSURING	-
2)	BBS	NATIONAL ACADEMY CAMPUS	T.U.	2079	-
3)	+2	NATIONAL ACADEMY CAMPUS	N.E.B.	2074	60%
4)	SLC	SUN LIGHT ENG.SE.SCHOOL	NEPAL BOARD	2071	72%

WORK EXPERIENCE (6 Years+)

- ❖ ACCOUNT & LEGAL OFFICER (17th Aug 2020 to Present)
SARAWAGI GROUP-Murli, Birgunj
- ❖ ACCOUNTANT (22nd Oct 2018 to 12 Aug 2020)
PATANJALI AYURVED PVT.LTD. -Parsauni, Bara
- ❖ ASST. ACCOUNTANT (23rd Sep 2017 to 19th Oct 2018)
SUBHASH KHANDELWAL & CO.- Reshamkothi, Birgunj

Main 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.
- Reporting works to Management & Top Level.
- Prepare Official letters in Nepali & English for various official purpose.
- Visit Tax Office & Audit Office for Audit Pupose.

PERSONAL DETAILS

✚ Date of Birth	: 21 st Aug 1999 AD
✚ Permanent Address	: Birgunj-16, Nagwa
✚ Gender	: Male
✚ Religion	: Hindu
✚ Marital status	: Married
✚ Nationality	: Nepalese
✚ Blood Group	: AB +
✚ Driving License	: Two Wheeler
✚ Language	: English, Nepali, Hindi & Bhojpuri
✚ Mobile No.	: +977-9812229010/9845886364
✚ Email ID	: info@sunilkushwaha.com.np
✚ Website	: www.sunilkushwaha.com.np

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

Mr. Subodh Thakur

Account & Operation Manager

Sarawagi Group

Address: Birgunj, Parsa

Mob: +977-9845039270

Email: email2sthakur@gmail.com

CA. Balkrishna Jha

Commercial & Finance Head

Patanjali Ayurved Pvt. Ltd.

Address: Parsauni-3, Bara

Mob: +977-9801093260

Email: balkrishna.jha@patanjalinepal.org

CA. Subhash Khandelwal

Chartered Accountant

Subhash Khandelwal & Co

Address: Reshamkothi, Birgunj

Mob: +977-9855022740

Email: subhash@sknco.com.np

DECLARATION

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

☐ Sunil Kushwaha

