

Amit Sah

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Maitidevi, Kathmandu, Nepal

PROFESSIONAL SUMMARY

Proficient Accountant with 7+ years of experience ensuring financial information and records are accurate and complete. Produces quality work under time restraints by prioritizing tasks, maintaining focus, and communicating effectively.

WORK EXPERIENCE

Accountant Jul 2017 - Present

Swadeshi Securities & Investment Pvt. Ltd. • Kathmandu

- Perform daily accounting entries.
- Maintaining the official files.
- Prepare quarterly reports.
- Reconciliation of Bank Statement at the end of month.
- Maintain a salary register in MS-Excel.
- Check and compile the tax returns.
- E-TDS Return Filing.
- Maintain Balance sheet & profit & Loss.

Account Assistant Jun 2015 - Jun 2017

Shree Krishna Securities Ltd. • Kathmandu, Nepal

- Generate client billings.
- Review the details provided by the managers, distribute the payments and edit the billings.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Supervise and train the new joiners.
- Verification of bills.
- Maintain cash transactions.
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtors & making Payment follow-up.
- Sales & Purchase reconciliation of accounts.

EDUCATION

Bachelor In Business Administration May 2015 - Jan 2018

ICFAI University • Tripura, India

- Graduated with 7.62 CGPA out of 10.

SKILLS

- Knowledge of General Accounting Practices.
- Ability to Analyze Data.
- Critical Thinking Skills.
- Time Management Skills.
- MS-Office Skills.