

Amit Sah

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Dhapasi, Kathmandu, Nepal

PROFESSIONAL SUMMARY

Enthusiastic administrative and financial professional with over 7 years of experience in both public and private organizations. Proven track record of managing administrative and financial functions, preparing financial reporting and statements, and leading teams to success. Experienced in working with accounting software and designing financial reports to provide accurate and timely information to management. Skilled in analyzing financial data and making recommendations for process improvements.

WORK EXPERIENCE

Accounts Officer Mar 2023 - Present

Jagdamba Steels Ltd. - Corporate Office, Gairidhara, Kathmandu, Nepal

- Manage and maintain accurate financial records by entering and tracking expenses using accounting software.
- Conduct bank reconciliations and prepare weekly reports to update management on financial status.
- Verify all Letter of Credit (LC) transactions through the bank and ensure accurate recording of corresponding journal entries.
- Collaborate with other team members to analyze financial data and develop strategies for improving financial performance.

Admin and Finance Officer Jul 2017 - Mar 2023

Swadeshi Securities & Investment Pvt. Ltd. - Kathmandu, Nepal

- Recorded daily accounting entries, prepared quarterly reports, and reconciled bank statements.
- Compiled tax returns and e-TDS Return Filing, while maintaining balance sheets and profit and loss.
- Supervised and trained junior accountants.
- Implemented new procedures to streamline accounting processes, resulting in a 20% decrease in reporting errors.
- Added automation to Google Sheets to provide real-time investment reports, enabling management to make informed decisions.

Account Assistant Jun 2015 - Jun 2017

Shree Krishna Securities Ltd. - Kathmandu, Nepal

- Generated client billings and reviewed details provided by managers.
- Managed posting of purchase, sales, payment, receipt collection, and journal voucher.
- Maintained cash transactions and reconciled sales and purchase accounts.
- Created an outstanding list of debtors and conducted payment follow-up, resulting in an 18% increase in collections.

EDUCATION

Bachelor In Business Administration Jan 2015 - Jan 2018

ICFAI University • Tripura, India

- Graduated with 7.62 CGPA out of 10.

Higher Education (+2) 2011 - 2013

Universal College - Maitidevi, Kathmandu, Nepal

- Passed with 65.70% (First Division).

SKILLS

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

REFERENCES

1. Dinesh Aryal - CEO
Shree Krishna Securities Ltd. - Kathmandu, Nepal
Email: dineshasks@yahoo.com
2. Nand Kishor Sharma - Chairman
Swadeshi Securities & Investment Pvt. Ltd. - Kathmandu, Nepal
Email: nk.sharma.nepal@gmail.com