

SWASTIKA ARYAL

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Professional Summary

A results-driven business professional with a strong foundation in accounting and over five years of experience in financial operations and team coordination. I am currently pursuing a master's in business studies and eager to contribute skills and knowledge to a dynamic accounting or management role.

Professional Experience

Cashier & Operations Coordinator | Hamro Koselee Saving and Credit Co-operative (Swayambhu, Kathmandu)

Feb 5, 2023 – Jan 2, 2025

- Led cashier operations during peak hours, enhancing transaction speed and customer satisfaction.
- Ensured accurate financial transactions and coordinated team workflows in line with company policies.
- Managed daily cash flow and reconciliation to support accurate financial reporting.

Professional Development in Accounting & Finance Tools (Remote Learning and Practice)

January 2025 – Present

- Focused on strengthening skills in **Tally ERP 9**, **Swastik**, and **Microsoft Excel** through practical online exercises.
- Completed hands-on projects in **bookkeeping**, **VAT calculation**, and **financial reporting**.

Education

Master of Business Studies (MBS) | Nepal Commerce Campus

In Progress

Bachelor of Business Studies (BBS) | Nepal Commerce Campus

Completed 2024

Certifications

- Accounting and Taxation Certification from Kumari Job (Extensive training in Tally, VAT, and financial data analysis)

Skills

Accounting Software: Swastik, Tally ERP 9

Financial Management: Bookkeeping, Cash Flow Management, Financial Reporting

Taxation & Compliance: VAT, Sales Tax, Income Tax, Corporate Tax

Data Analysis: Microsoft Excel Proficiency