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DATE OF BIRTH	December 30 th
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DRIVING LICENSE	Yes (two and Four-wheeler)



CAREER OBJECTIVE: To constantly strive for delivering better performance and gaining expertise in all facets of an organization that I will be part of. I'm seeking the post of the related deserving post and hoping to work as a team to aid the organization to achieve a higher level of efficiency by devoting my skills and knowledge.

PROFICIENCIES/ SKILLS:

- ✓ Advance Completed Course, Python, MS-Office Packages; MS-Excel MS-Word, MS PowerPoint, Power BI, Microsoft SQL, E-Mail, Multimedia
 - ✓ Diploma in Computer Application
 - ✓ Accounting Package Tally, Co-operative Software Fin man, Pumari, Sajilo, Microbankar, And Capital Market Software CDS front office application and CDS DP-secure back-office software. Also, share plus PCS application of share market.
 - ✓ Computer Hardware & Software etc.
 - ✓ Calculations of Tax and Vat.
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LANGUAGE:

- ✓ Nepali Mother Tongue
 - ✓ English Speaking, Reading, and Writing
 - ✓ Hindi Understanding, Speaking
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COUNTRIES OF WORK EXPERIENCE: Nepal

Work Experience:

1. Kamana Sewa Bikas Bank Ltd.

Responsibilities:

❖ **Board and committee support**

- ✓ Board and committee meeting processes – working with management to set agenda, briefing management teams on lead times for the delivery of board and committee papers; and ensuring the timely publication of high-quality materials to the Bank's board portal.
- ✓ Attendance at and minuting certain board and committee meetings.

- ✓ Developing a close working relationship with Executives, boards, Chairs and committee members and act as the first point of contact.
- ✓ Tracking to completion actions arising from board and committee meetings.
- ✓ Maintaining board and committee records, including papers, minutes, and other documentation.
- ❖ **Entity management**
 - ✓ Supporting corporate transactions as and when required, including drafting board resolutions, and supporting briefing materials for board members.
 - ✓ Assisting in the production and approval of the Annual Report and Accounts.
- ❖ **Corporate Governance**
 - ✓ Preparing research and first draft briefing materials for the Company Secretary on proposed changes to the governance and regulatory landscape.
- ❖ **Other**
 - ✓ Liaises with Government stakeholders around governance requirements.
 - ✓ Administrative tasks related to the activities of the Secretariat.
 - ✓ Prepared and filed various returns with Nepal Stock Exchange (NEPSE), CDS & SEEBON under the new listing rules.
 - ✓ Promoter and Public Shareholders related work and dealing with the company's RTA.

2. Century Capital Markets Ltd.

Responsibilities:

- ✓ Assisting with the Company Secretary's task.
- ✓ Legal vetting of legal documents of works
- ✓ New office setup, Operation, Accountant, and management staff duties....

3. Civil Capital Market Ltd.

Responsibilities:

- ❖ **Share market Share plus PCS application Duties.**
 - ✓ Making Document of Namsari (E.g., Family, Death, Legal etc.)
 - ✓ Signature verification of shareholder
 - ✓ The calculated total share of shareholder
 - ✓ Physical share transfer from PCS A/c to RTA A/c (Create New Shareholder or exiting for Namsari)
 - ✓ Bonus share added etc.
- ❖ **Capital Market Software CDS Master (RTA) Duties**
 - ✓ Demat Entry (DRN Request Copy Verification, Conformation, Purchase Info)
 - ✓ Bonus & Right Calculate
 - ✓ Bonus & Right Upload
 - ✓ Reconciliation RTA data And PCS Data

- ✓ All Transaction Report (Daily, weekly monthly and annual) setup creates downloads etc.

❖ **Capital Market Software CDS Master (DP) Duties.**

- ✓ Demat A/c opening
- ✓ DRN create
- ✓ Share transfer to client A/c to broker pool A/c (DIS Transfer)
- ✓ Pledge & Unpledged setup & verification and Pledge statement generated.
- ✓ All Transaction Report (Daily, weekly monthly and annual) setup creates downloads etc.

❖ **Capital Market Back Office Duties**

- ✓ As an Assistant of head merchant banking, doing all functions related to core merchant banking.
- ✓ Coordination with SEBON, NEPSE & CDS.
- ✓ Coordination with Clients & Customers.
- ✓ Marketing of New Business.
- ✓ Making Agreement draft for Issuing Company (IPO, FPO, RIGHT, BONUS, Debenture)

❖ **Capital Market Software CDS Master (IT- Support) Duties**

- ✓ Install and configure computer hardware operating systems and applications
- ✓ Monitor and maintain computer systems and networks
- ✓ Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- ✓ Support the roll-out of new applications
- ✓ Set up new users' accounts and profiles and deal with password issues
- ✓ Manage DP SECURE SERVER Data import/export, user creation, manage security and many more

4. Greenland Auto Enterprises

Responsibilities:

- ✓ Documents financial transactions by entering account information.
- ✓ Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- ✓ Substantiates financial transactions by auditing documents.
- ✓ Maintains accounting controls by preparing and recommending policies and procedures.
- ✓ Reconciles financial discrepancies by collecting and analyzing account information.
- ✓ Maintains customer confidence and protects operations by keeping financial information confidential.
- ✓ Contributes to team effort by accomplishing related results as needed.

5. Prachin Saving and Credit Co-Operative Ltd.

Responsibilities:

- ✓ Manage all accounting transactions
- ✓ Handle monthly, quarterly, and annual closings

- ✓ Reconcile accounts payable and receivable
- ✓ Ensure timely bank payments
- ✓ Manage balance sheets and profit/loss statements
- ✓ Report on the company's financial health and liquidity
- ✓ Audit financial transactions and documents
- ✓ Reinforce financial data confidentiality and conduct database backups when necessary

KEY SKILLS AND COMPETENCIES

- ✓ Leading by example, providing clear management and leadership.
- ✓ Good office management skills and computing skills.
- ✓ Organizing maintenance of systems, document records, space management, etc.
- ✓ Self-motivated with the ability to work on your initiative.
- ✓ Ability to come up with its ideas to take the company forward.
- ✓ Experience in forwarding planning and team management.
- ✓ Can coordinate external recruitment and manage temps.
- ✓ Able to motivate a team and have excellent people management skills.
- ✓ Report monthly on office progress, identifying areas of concern or improvement