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DATE OF BIRTH December 30<sup>th</sup> 1993  
NATIONALITY Nepalese  
PERMANENT ADDRESS Belkotgadhi, Ward No. 08, Nuwakot  
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DRIVING LICENSE Yes (two and Four-wheeler)

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**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.

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**EDUCATIONS:**

Level	Board	Pass Year	Division	Percentage	Institution
B.B.S.	T.U.	2019	2 <sup>nd</sup>	45.36	Shankar Dev Campus, Putalisadak, Kathmandu
+2(Mgmt.)	H.S.E.B.	2012	2 <sup>nd</sup>	49.30	Shree Kalyani Devi Higher S. School, Jiling, Nuwakot
S.L.C.	Gov. of Nepal	2010	2 <sup>nd</sup>	54.50	Shree Kalyani Devi Secondary School, Jiling, Nuwakot

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**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

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## **Work Experience:**

1. **Kamana Sewa Bikas Bank Ltd.** Gyaneshwor, Kathmandu April 9, 2019, to date as **Senior Assistant.**

### **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.** Kathmandu Plaza, Kamaladi, Kathmandu November 15, 2018, to April 8, 2019, as a **Senior Assistant.**
- ### **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.** CTC mall Sundhara, Kathmandu from Jan 2016 to 14th Nov 2018 date as an **Assistant.**

## **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 Senior Manager (Head of Merchant Banking)**

- ✓ 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 Kathmandu from April 15, 2015, to Dec 2015 as an Accountant.**

**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. Kathmandu from March 5, 2011, to March 2015 in the following positions. March 5, 2011, to Feb 2012 as a Marketing & March 2012 to March 2015 as an Accountant.**

**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

**Reference#1**

Name: Mr. Milan Adhikari

Mobil No.: 9851237864

Email: - milan.adhikari@kamanasewabank.com

Designation: Head- Finance Department

Kamana Sewa Bikas Bank Limited, Gyaneshwor, Kathmandu

**Reference#2**

Name: Ms. Shristina Manandhar

Mobil No.: 9851153548

Email: - shristina.manandhar@kamanasewabank.com

Designation: BCC and Service Excellence

Kamana Sewa Bikas Bank Limited, Gyaneshwor, Kathmandu