

**CURRICULUM VITAE**  
**BIDHYAWAN CHETTRI**  
(M) (+91)87681 - 38553 / 83910 - 38691  
E-mail : [bidhyawan.chettri@gmail.com](mailto:bidhyawan.chettri@gmail.com)

**SYNOPSIS**

- Works as a team leader and an Audit cum Account Assistant from 01.01.2001 to 07.06.2012. in a reputed Chartered Accountant firm namely viz. **N. Marda & Associates, Chartered Accountants.**
- Works as an Accountant in Reputed Telecom Sector Company Namely viz. **Ranger Network SDN BHD., Malaysia** for almost 1 year.
- Works as an Account Officer in a **National Level Construction Company** namely **M/s. Khusendra Construction**, Geyzing, West Sikkim from 28.06.2017 to 01.04.2018.
- Rejoin **N. Marda & Associates, Chartered Accountants** w.e.f. 17.07.2019 to 30.08.2021.

**EXPERIENCE**

- More than **21 years** of working experience in the field of accounts as an Internal /Statutory auditor, a team leader, an Account Officer, an Accountant and also as a resource person of accounts to the various, Pvt. Ltd. Companies, Government Companies, Government Departments, Hotel Units , Firms, Financial Institutions, Government Undertaking etc.
- Working as a An Accountant in a very reputed Telecom Company namely viz. **Ranger Network SDN. BHD., Malaysia** for almost 1yrs added a new experience to deal with various types of software and officials of different countries.
- Working as an Account Officer in a reputed Construction company inserted an insurmountable experience to handle a full office as an administrator to work with team to produce a true and fair view report every time in front of management whenever required.
- After Rejoining of **N. Marda & Associates** again assigned task of stream lining of books of accounts manually as well as in fully computerized format along with Tally till to finalisation of various identities such as Teesta Rangit Pvt. Ltd., Royal Plaza (incl. Casino), Mall Road Residency, Golden Crest, Dew Pond, All STDC's Hotel Units including Heliservice, , Entel Motors Pvt. Ltd, Tashi Namgyal Academy, Labour Deptt., ESIC., RM & DD., Himalayan Distilleries Ltd., STP. Pharmaceuticals / & PTS. Packers & Providers Pvt. Ltd., Sikkim Distilleries etc.

**CORE COMPETIENCIES**

**Service Operations**

- Working as a team head of Internal / Statutory/ Stock Auditor / Account Assisting for maintaining proper books of accounts to till preparation of Balance Sheet in both format i.e. Companies Act and Income Tax Act for many reputed Companies/ organizations or units such as **Teesta Rangit Pvt. Ltd., Hotel Royal Plaza (incl. Casino), Mall Road Residency, Golden Crest, Dew Pond, STP Pharmaceuticals / PTS. Packers & Providers Pvt. Ltd., SPIL., Sun Pharma, Marchak Manufacturing Pvt. Ltd., Himalayan Distilleries Ltd., Mount Distilleries, Entel Motors Pvt. Ltd., Anum Motors Pvt. Ltd. Rangit Pvt. Ltd. Etc.** till 30.09.2021 whenever assigned.
- Being as a team head of Internal Auditor/statutory to the various Government Departments undertakings /Hotels etc. as Sikkim Tourism Dev. Corporation (**STDC.**), Sikkim Time Corporation (**SITCO**)**IHM., Sikkim Jewels, SIMFED., S.H.D.B., Labour Deptt. Forest & Env. Management Deptt., RM & DD., ESIC, Science & Technology etc.** including BSNL for monthly BankReconciliation.
- Works experience being as a resource person and a tutor having good command **over English language and computers.**

## ACADEMIA

- Commerce Graduate (North Bengal University)
- Computer Diploma (DCA) (Sterlite Foundation)

## ITS SKILLS

- Windows (2003 to any of updated till date)
- MS.Excel
- MS. Word
- Power Point
- Having caliber of Maintaining Books of Accounts to till Finalisation i.e. preparation of Profit & Loss A/c. to Balance Sheet in all formats (IT Act Format/ Companies Act Format) manually as well as in fully computerised format with good knowledge & practical hand in **Tally (all Version incl. Prime)** with a very good command in **MS. Excel & Word**. “Incl. Preparation of electronic formulated Salary Statements & Stock Sheets” And good experience of handling team to produce a fruitful result in front of management whenever assigned.
- Having good hand and experience in inserting **GST** based entries, filling and its related reconciliation with a strict follow up to avoid any kind of revenue losses and to avoid various penalties.
- Experience in Budgeting, Stock Reconciliation, Requirement Reconciliation & WIP Reconciliation etc.
- Apart from above having a good practical knowledge in computer hardware and Networking.

## PERSONAL DETAILS

- Date of Birth : 02.08.1981
- Fathers Name : Tikaram Chettri
- Marital Status : Married
- Language known : English, Hindi & Nepali.
- Address : 5<sup>th</sup> Mile Tadong,  
PO. Samdur.  
Gangtok, East Sikkim  
PIN - 737101