**rajan timsina**

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**JOB OBJECTIVE**

Seeking a position as an Accounting/Financial Assistant position where extensive experience will be further developed and utilized.

**Summary:**

* Over 2+ years experience in Financing and Accounting industry.
* Solid knowledge of Accounting and financial principles and different Accounting system.
* Experience in posting transactions like: journal, ledger and prepare financial reports.
* Experience in A/R, A/P and cash management.
* Effective communication and fast-paced environments, requiring strong organizational; technical & interpersonal skills; and multi-tasking.
* Understands customer/client confidentiality and interacts well with individuals at all levels.
* Experience in operating Accounting software.
* Experience in working in corporate environment.

**Skills:**

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| --- | --- | --- |
| **Advance Accounting** | Accounts Receivable /Payable | **Bank reconciliation** |
| **Filing and Data Archiving** | Proficiency in Quick Books | **Proficiency in MS Office** |
| **Proficiency in Office Equipment** | Proficiency in Word and Excel | **Proficiency in Access and outlook** |
| **Excellent in Customer Service** | **Proficiency in Problem Solving** | **Self starter and Motivated** |

**Education: Associate Degree in Business Administration**, Tribhuvan University

**United States of America Equivalency**: -Associate Degree in Business Administration

(Credential Evaluation by **World Education Services, U.S.A.**)

**RELEVENT EXPERIENCE**

**Accounting Teacher** (2003-2005) **Managing Director** (2003-2006)

Trijuga Community College, Udayapur, Nepal Model School Pvt. Ltd., Udayapur, Nepal

**OTHER EXPERIENCE**

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| **Customer Associate& Bookkeeper (**2009-11) | Jammer’s Market LLC, Hartford, CT |
| **Store Manager** (2009-09) | Monroe Food Mart, Glastonbury, CT |
| **Store Manager (**2008- 09) | Chestnut Mart of Norwalk Inc.,Farmington,CT |
| **Assistant Manager** (2007- 08) | Capital Shell Food Mart, Hartford, CT |
| **Customer Associate** (2006- 07) | Dans Shell of Newington, Newington, CT |
| **Customer Associate(05/2006-08/06** | Great American Donut In., West Hartford, CT |