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**Rabita Twanabasu**

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**Career Objective**

* Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.
* To build upon my existing corporate finance skill set in both analytics and transaction execution, leading to increasingly responsible positions in treasury.

**Experience: 6 Years**

* **Accountant: (Western Liquors Pvt.Ltd.)(1year)**

Task related to Book Keeping, Reporting,prepard monthly incomestatement ,Balance Sheet and updating account ledger.

* **Accountant: (Tripura Skill Development Saving and Credit Co-op Ltd.) (3Years)**

Task related to Book Keeping,Reporting, Tax Offices, and Co-Operative Division

* **Cashier: (Tripura Skill Development Saving and Credit Co-op Ltd.) (2 Years )**

Handling cash from Customer,Banks, and Other concerned Offices

**Education: 17 Years**

* **Masters in Business Studies 2014 -2017 (result waiting)**

Under Tribhuwan University from Bhaktapur multiple Campus, Bhaktapur Dudhpati

* **Bachelor in Business Studies 2009 -2013 (48.07% )**

Obtained Bachelor degree under Tribhuwan University from Khwopa College, Dekocha-Bhaktapur, Nepal

* **Higher Secondary Education 2007 – 2009 (59.30%)**

Completed higher secondary education under the Higher Secondary Education Board (HSEB) from Khwopa Higher Secondary School, Dekocha-Bhaktapur**,** Nepal

* **Secondary Education 1997 – 2007 (68.75%)**

Completed ten years of schooling and obtained the School Leaving Certificate under Ministry of Educationand Sports, Office of the Controller of Examinations from Basu Higher Secondary School , Kalighat-Bhaktapur, Nepal

**Trainigs**

* **MS-Excel** and **Tally ERP 9,** from **Neo Fusion School Of Computer**, Bhaktapur for 3 months
* Accounting Cooperative Book Keeping for co-operative from **District Saving and Co-operative**, Bhaktapur for 7 days.
* Office Package **MS- Word, Excel** from **World Vision ComputerInstitute** for 3 months..
* Leadership Development Training from **Nepal Red Cross Society,** Bhaktapur for 2 Days.

**Skills**

* Have good knowledge of Accounting
* Have good Knowledge Tax and Vat
* Have good Knowledge of MS-Word,Excel
* Have good Knowledge of Accounting Package (**Tally, Himchuli**)

**Personal Profile**

* Date of Birth : 5 April, 1991
* Father’s Name : Dhana Ram Twanabasu
* Gender : Female
* Marital Status : Married
* Nationality : Nepalese
* Languages Known :Newari, Nepali and English

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:Bhaktapur

Date:July, 2017

**Rabita Twanabasu**