

# Ravi Shrestha

## Audit Associates

Suryabinayak, Bhaktapur | shrestharavi26@gmail.com | 9866478812

### SUMMARY

Audit Associate with 3+ years of experience in accounting, auditing, and compliance. Proficient in Tally, Swastik, Busy, and Excel for maintaining accurate financial records. Skilled in client communication, resolving discrepancies, and ensuring compliance with VAT, income tax, and payroll regulations.

### TECHNICAL SKILLS

Tally ERP	Spreadsheet & Data Management	Audit Support
Swastik	Financial Reporting	Documentation & Reporting
Busy	Tax Compliance	

### PROFESSIONAL EXPERIENCE

**Vitthartha Sewa Pvt. Ltd. | Audit Associates** **July 2022 - Present**

- Collaborated with clients to gather supporting documentation and clearly communicated audit findings.
- Supported the preparation of financial statements, audit schedules, and compliance reports.
- Ensured adherence to internal controls and recommended process improvements to enhance efficiency.
- Maintained accurate accounting records for multiple clients using Tally, Swastik, Busy, and Excel.
- Prepared and filed VAT, income tax, and payroll-related returns within statutory deadlines.

### EDUCATION

**V.S. Niketan** **2017 - 2019**  
+2 in Management (Accounts)

**Bachelor of Business Management (BBM)** **2019 – 2024**  
Tribhuvan University

- Relevant coursework: Financial Management, Business Strategy, Project Management

**Master of Business Studies (MBS)** **2024 – Present**  
Tribhuvan University

### ADDITIONAL INFORMATION

- Strong communication and client relationship management skills
- Ability to manage multiple client accounts and meet strict deadlines
- Familiar with compliance requirements under local tax and audit regulations
- Quick learner with adaptability to new accounting software and tools
- Languages: English, Nepali