



PROFESSIONAL SUMMARY

Master's degree graduate in Accounting & Finance with 5+ years of overall experience in International Trade and Finance, financial reporting, and financial analysis. Seeking a challenging role in Accounting/Finance/Trade operation Department to provide actionable insights, ensure compliance, and contribute to strategic decision making.

EXPERIENCE

Global IME Bank Ltd ("A" class Commercial Bank in Nepal)

Senior Assistant – Trade Finance Department

May 2019- December 2024 (5 Years 5 Months)

- LC Issuance, LC Document handling and LC Settlements with accordance to guidance set by regulatory body
- Bank Guarantee Issuance and Claim Settlement
- Coordinate the annual audit. Ensure that all the processes and transactions are consistent with Nepal Rastra Bank (Central Bank of Nepal) and other regulatory guidelines and requirements.
- Update and assist in preparation of LC and Bank Guarantee manuals and operation manuals, as and when required.
- Bank/Cash teller as and when required.

G.K.N.S & Associates, Chartered Accountants

Associate – Auditing & Assurance

Jan 2018- April 2019 (1 year 4 Months)

- Performed daily bookkeeping tasks including recording financial transactions, managing accounts payable and receivable, and reconciling bank statements.
- Managed general ledger entries and ensured accurate posting of all journal entries and adjustments.
- Prepared monthly, quarterly, and annual financial statements (balance sheets, income statements, and cash flow statements) in compliance with accounting standards.
- Assisted in preparation and submission of tax filings including VAT, sales tax, and payroll tax reports, ensuring compliance with all local regulations.
- Collaborated with external auditors to provide necessary documentation and assist with the annual audit process.
- Managed payroll processing, ensuring accurate employee compensation, deductions, and tax withholdings.

EDUCATION

Tribhuvan University

May 2023

Master of Business Studies (MBS), Specialization: Accounting & Finance

Purbanchal University

Feb 2019

Bachelor in Business Administration (BBA), Specialization: Finance

BHUWAN BHANDARI

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- ✉️ bhandaribhuwan2@gmail.com
- 📍 Dubai, UAE
- LinkedIn [LinkedIn](#)

SKILLS

- International Trade (Letter of credit and Bank Guarantee)
- Accounting and Financial Analysis
- Bank/Cash Teller
- MS Excel, MS Word
- Finacle 7 & 10

LANGUAGES

- | | |
|-----------|--------------|
| • English | (Proficient) |
| • Nepali | (Native) |
| • Hindi | (Proficient) |

TRAININGS & CERTIFICATION

- Advanced Accounting Training conducted by Kumari Job Pvt. Ltd.
- Trade Based Money Laundering conducted by Banking, Finance & Insurance Institute in Nepal
- Foreign Exchange Management- Exchange Facility by National Banking Institute