



## BHUWAN BHANDARI

+971-567683814 (Call/WhatsApp)

[bhandaribhuvan2@gmail.com](mailto:bhandaribhuvan2@gmail.com)

Dubai, UAE

[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

## 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**