

MANISH BHATTARAI

Contact: +977-9851196946 **Email :** manish.bhhattarai@gmail.com

Address: Aakashey Dhara, Kapan, Kathmandu.

Permanent Address: Hetauda, Nepal.

OBJECTIVE

Would like to be part of an organization that can provide me the encouraging, challenging work & an environment with the immense growth opportunities at the professional and intellectual level.

SYNOPSIS

- Passed CA Final in November 2012 from The Institute of Chartered Accountants of India, New Delhi, with expert knowledge of the subjects like Auditing, Finance, and Accounting, **having three and half years experience of article ship training experience from VKB & Co .**
- Currently associated with **Guna Group**, Nepal as a Financial Consultant.
- Associated with **Patanjali Ayurved Limited**, Haridwar as Manager-Finance (Unit Head).
- **Core Team member of FICO Module for successful implementation of SAP.**
- Persuing **MBA-Finance** From Sikkim Manipal University.
- Strong communication, interpersonal skills, dedicated & self-motivated and organized individual who adapts well to the new tasks.
- Highly professional, proven leadership & time management skills.
- Accurate, precise & highly ethical in all work related assignments.
- Ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines.

PROFESSIONAL & ACADEMIC CREDENTIALS

PROFESSIONAL QUALIFICATION:

EXAMINATION	BOARD	YEAR	PERCENTAGE
CA-FINAL	ICAI	2012	52%
CA-PCE	ICAI	2009	57%
CA-CPT	ICAI	2007	61%

ACADEMIC QUALIFICATION:

EXAMINATION	BOARD	YEAR	PERCENTAGE
MBA-Finance	Sikkim Manipal University	Persuing Final Semester	
B.COM	DELHI UNIVERSITY	2011	54%
+2	HSEB, NEPAL	2006	64%
SLC	NEPAL BOARD	2004	73%

TRAINING AND EXPERIENCE

EXPERIENCE:

GUNA GROUP

-Currently associated with Guna Group since April 2014 as a Financial Consultant.

Roles & Responsibilities:

- Handling entire financial aspects of the group companies comprising of 26 companies.
- Preparation of projected & provisional financial statements & co-ordinating with the banks.
- Handling external auditor as well as financial institutions.
- Preparation of synopsis of group company for presentation to the management.

PATANJALI AYURVED LIMITED, HARIDWAR.

-Associated with Patanjali Ayurved Limited since February, 2013 to March, 2014.
An FMCG company having turnover exceeding Rs.1200 crores (INR)

Roles & Responsibilities:

Worked as a Manager Finance-Unit Head of the manufacturing Unit having the turn-over exceeding Rs. 300 crores (INR) under seeing the following matters:

- **Core-committee member of FI-CO Module for successful Implementation of SAP.**
- **Audit/Inspection of the Unit.**
- **Sales Analysis for the month and comparison of the same with Budgeted Sales Analysis.**
- **Determines proper handling of financial transactions and approves transactions within designated limits.**
- **Analyze transactional processes and identify areas where additional accuracies and efficiencies can be achieved.**
- **Adheres to internal and external deadlines & local Laws.**
- **Monitoring Super Distributor reconciliation & sorting out any discrepancies.**
- **Monitoring Vendor Reconciliation & sorting out any discrepancies.**
- **Inter-Unit reconciliation for trial balance item.**
- **Work with external auditors during financial and operational audits.**
- **Co-ordination with the production head for finance and accounts related matters.**
- **Prepares work papers and supporting schedules for the Monthly and quarterly financial review.**
- **Coordinate monthly closing process and monitoring reconciliation.**
- **Closure of the books of accounts for the Financial Year ending as on 31st March, 2013.**
- **Providing the Monthly Profit & Loss Account & Monthly Inventory Status.**

V.K.B. & COMPANY, NEW-DELHI

Associated with V.K.B & Company, Delhi for the period of **3 & 1/2 years** as an Audit trainee.
Further Associated with the same Audit Firm for 1 Year as an Audit Executive undertaking the following roles & responsibilities:

STATUTORY AUDIT

- Ranbaxy Laboratories Limited.
- Ct Cotton Yarn Limited.
- Av Cottex Limited.
- Mind Biomed Private Limited.
- Pylon Traders Private Limited.
- Ashish Forex Private Limited.

Roles & Responsibilities:

- Preparing Audit Program and related work schedules and leading, managing, supervising and motivating a team towards maximum efficiency.
- Responsible for verifying records & internal control of various departments like Production, HR & Payroll, Advertisement, Statutory Compliance, Material Procurement & Storage etc.
- Responsible for preparation of Audit-Report within the stipulated time schedule and provide recommendation on all findings after discussion with the management.

INTERNAL AUDIT

- ❑ Allied Strips Limited
A Steel Manufacturing concern having a turnover exceeding Rs. 500 Crores.

Roles & Responsibilities:

- Responsible for establishment of overall Internal Control.
- Responsible for conducting overall audit as an Audit In- charge having a responsibility of establishment of Internal Control System for the entire Industry and reporting.
- Verification of the relevant statutory compliance and reporting
- Assisting in preparation of ERP packages.

INCOME TAX

☐ Ranbaxy Laboratories Limited

- ☐ Filing of Income Tax & TDS Returns of Managers.
- ☐ Filing of Bulk Returns of Employees.
- ☐ Preparation of paper book, documentation of papers etc.

STRENGTHS

- Learning Nature, Hard working, Dedication to work, Sincere, Punctual and Initiative.
- Ability to work with team, ability to adopt changes quickly, etc.

PROFESSIONAL DEVELOPMENT

- Working knowledge of Tax software's like Computax, E-pay.
- Certificate in Compulsory Computer Training [ICAI]
- Completed GMCS Training.
- **Conducted CPE-Hours Seminars of Prominent Professional Personal including Ex-President of ICAI.**
- Working knowledge of MS Word, MS Excel.
- Working knowledge of Tally.
- Working knowledge of International ERP application-SAP.

EXTRA TIDINGS

Keen interest in reading newspapers, exploring new places and people.

PERSONAL DETAILS

Father's Name : Mohan Prasad Bhattarai
Mother's Name : Madhuri Bhattarai
Date of Birth : 11th March 1988
Permanent Address : Hetauda, Nepal.
Marital Status : Married
Languages Known : Nepali, English and Hindi
Religion : Hindu
Nationality : Nepalese

DECLARATION

I declare that the details furnished above are true and correct to the best of my knowledge and belief.

MANISH BHATTARAI
MO: +977-9851196946