

**MADHU SUDAN SHARMA**

House No. 1, Reliable Colony  
Karbinayak -1, Lalitpur, Nepal  
Phone No. 00977-9841886717  
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**PERSONAL STATEMENT**

Being in a senior position of an organisation for most of my job tenure, I can easily associate organisational goals with aspirations of co-workers and my own professional ambitions.

For me constant augmentation of professional expertise is always a top priority and I understand the importance of delivering tangible benefits to all the stakeholder of an organisation at all times with ultimate aim of promoting the organisational good.

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**EDUCATION**

- Chartered Accountant  
**The Institute of Chartered Accountants of India, New Delhi (India)**
  - Master of Commerce  
**Himachal Pradesh University, Shimla (India)**
  - Bachelor of Commerce  
**Panjab University, Chandigarh (India)**
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**WORK EXPERIENCE****November 2015 to Present**

At present working at Universal Language and Computer Institute in the capacity of Head of Finance and overseeing finance and accounts department of the entity. I am responsible for supervising entire activities pertaining to fiscal planning, budget formulation and implementation, operation of accounting department, ensuring compliance of taxation and other relevant regulations, and assisting top management for making and executing any financial decision along with dealing with matters related to various corporate laws.

**November 2006- October 2014**

Worked in Prabhu Bank Limited for almost 8 years and finally retired from the service under the Voluntary Retirement Scheme of the bank. Details of various positions where I worked at are as below:

**Senior Manager-Corporate Banking (June 2011 – October 2014)**

As a Senior Relationship Manager-Corporate Banking major responsibilities handled by me included supervising the processing and assessment of corporate loans request including the consortium loans processed through main branch and branches across the Kathmandu valley, liaising with top management for duly approval of the credit facilities. In addition to above, I was also assisting Chief Business Officer in preparation of strategic plans, budget and action plans for enhancing and diversification of risk assets (mainly pertaining to Kathmandu Valley branches) in co-ordination with branch managers and relationship managers of Kathmandu Valley branches. Besides these, setting goals and responsibilities for the branch managers/ relationship managers of Kathmandu valley and monitoring their performances were also the part of my responsibilities.

**Branch Manager – Main Branch (January 2008- June 2011)**

As a Branch-manger, my key responsibilities were consisted of supervising and ensuring smooth operations of all operational departments of main branch of the bank namely A/c Opening, Cash Operations, Remittance, Clearing, Trade Operations, Accounts and Reconciliations, Credit Operations and Credit Administrations. In addition to that, I had to oversee credit sales and other marketing activities in main branch as well. Similarly, I was also responsible for setting various business targets and formulation of budget for every fiscal year for the branch in co-ordination with the head office and needed to ensure that each had been duly achieved.

#### **Head Wholesale Banking (February 2007- January 2008)**

As a Head Wholesale Banking, my major responsibilities were consisted of supervising credit sales activities and processing of loan applications of larger ticket size for time being in main branch of the Bank. As an essential part of aforementioned activities, I was also responsible for building the sound relationship with existing loan clients and endeavor for enticing new clients.

#### **Internal Audit (November 2006-February 2007)**

As an internal audit staff, I was assisting the outsourced team of internal audit as well as external auditors for carrying out audit of the Bank.

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#### **SKILLS**

**Computer:** Familiarity with Word, Excel and Power Point

**Language Known:** Nepali, Hindi, Punjabi and English (Cambridge English Advance Exams CEFR Level-C1)

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#### **PERSONAL DETAILS**

**Date of Birth:** January 12, 1979  
**Nationality:** Nepalese  
**Marital Status:** Married  
**Interest:** Playing Outdoor Sports

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#### **REFERNECES**

- **Mr. Uttam Prasad Pant**, CEO and Owner of Universal Language and Computer Institute Phone no. – 00977-9851020918.  
*e-mail: [uttampant@gmail.com](mailto:uttampant@gmail.com)*
- **Mr. Nabraj Panthi**, Under Secretary, Ministry of Finance, Government of Nepal, Phone no.-00977-9851051252
- **Prof. Dr.Hari Sarmah**, CEO, Nepal Association of Tour and Travel Agents, Phone no. – 00977-9851050174 *e-mail: [sarmahh@gmail.com](mailto:sarmahh@gmail.com)*

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#### **DECLARATION**

I hereby declare that the above information provided is best of my knowledge true and complete.

Date: January 06, 2018  
Place: Lalitpur, Nepal

**Madhu Sudan Sharma**