



## CA. RAM CHANDRA SAH

Email: [ca.ramchandra.sah@gmail.com](mailto:ca.ramchandra.sah@gmail.com)  
(M) +977-9851154631

### Career Objective

Seeking a senior level position in the areas of accounts, finance taxation where I can enhance professional exposure by applying the relevant compliance for the overall growth of the company.

### Educational Background

Qualification	Year	Institution
➤ Chartered Accountancy	2011 Nov. (Both Group)	ICAI (New Delhi)
➤ Bachelor of Business Studies (BBS)	2006	T.U. (Nepal)
➤ Intermediate of Commerce (I. Com)	2003	T.U. (Nepal)
➤ Assistant Health Worker (AHW)	2001	CTEVT (Nepal)
➤ S.L.C.	1999	HMG Board (Nepal)

### Summary of Professional Experience

Duration	Institutions	Position
➤ May 2017 to Present	Panchakanya Group	Manager (Fin. & A/c)
➤ Sept. 2016 to April 2017	NIC ASIA Bank Limited	Compliance Officer
➤ May 2015 to August 2016	Global IME Bank Limited	Internal Auditor
➤ August 2013 to May 2015	Kedia Organization	Assistant Manager-Account
➤ July 2012 to July 2013	Varun Beverage Nepal Pvt. Ltd.(PEPSI)	Audit & Account Executive

### Major Job Responsibilities in Panchakanya Group of Companies

- Preparation of Yearly plans for Sales, Purchase, Debtors Collection, Fund requirements, comparing the actual performance with the budgets on monthly basis & reporting to the General Manager as well as the Board of Directors.
- Preparation of monthly financial projection based on estimated inflow and outflow of funds.
- Preparation of costing sheet of various Raw Materials & Final Products such as Bitumen Emulsions, HR Sheets, Cylinders & its accessories and recommending final selling price of final products.
- Co-ordination with banks for fund requirements, LC opening, fund disbursement, Providing Financial Projections reports, Regular Reports, NTAs, etc.
- Keeping deal wise Tracks of loan matured for monthly financial projection and managing funds.
- Preparation of annual financial statements for external audits.
- Co-ordination with tax authorities, external auditors, internal auditors, responding to Tax Authorities enquiries.
- Ensuring compliance of statutory requirement related to Income Tax, VAT, Custom & Excise.
- Monitoring and approving customers receipt, bank payments, journal Vouchers, Debit Vouchers, Credit Vouchers etc.

- Generation of Debtors Aging report by categorizing the debtors based on risk and Forwarding the report for immediate action.
- Monitoring daily transaction relating to account and finance, supervising accounts team personnel's.
- Directing and supervising all aspects of the Finance & Accounting functions of M/s. Nepal Bitumen & Barrel Udyog Limited, M/s. Nepal Cylinders Pvt. Ltd. & M/s. Infra Trade Concern.
- Disbursement of fund to factory for various regular expenses.
- Monitoring daily transactions relating to accounts and finance.
- Represented on behalf of the company in Lalitpur High Court against fund embezzlement case.
- Finalization & Submission of financial proposals to Nepal Oil Corporation (NOC) against land being taken over by them for the pipeline projects at Amlekhganj.
- Acting in the capacity of Company Secretary of these two companies, drafting minutes of Board meetings, Special Resolution Meetings for bank loan purpose etc.

#### **Major Job Responsibilities in NIC ASIA Bank Limited**

- Drafting and review of various policies, operational manual and guidelines related with Anti-Money Laundering and Terrorist Financing Activities.
- Review of Transaction Monitoring Reports.
- Review of KYC related documents, Checklist.
- Review and response of accounts inquired by various regulatory authorities.
- Response and sharing of various information for correspondent banking services.
- Review of screening activities for account opening, inward and outward transactions purposes.
- Review of departmental Minutes.
- Perform activities as per the Monthly Tactical Plan and reporting thereof.
- Ensuring compliance with NRB Directives -19, Anti Money Laundering Act, Rules, FIU Directives.
- Gap analysis in accordance with the Directives, AML Act, and Rules.

#### **Major Job Responsibilities in Global IME Bank Limited**

- Internal audit of various branch and departments of the bank in various areas such as: credit, overall branch operation, AML/CFT etc.
- Review of compliance with NRB directives, AML/CFT, AML KYC guidelines.
- Comparison and analysis of branch exposures as compared to the Budget and reporting thereof.
- Checking of various expenses made by these branches and comparing with the budgeted expenses.
- Site visits of prime customers of branches and conducting stock verifications, and sample checking of transactions, receivables and payables.
- Checking of various registers maintained at the branches such as Vault-In-Out Register, Cheque book issuance register, ATM Register, PIN Register, Vehicle Log Book,

- Reporting of various financial parameters of branches and departments.

#### **Job Responsibilities in Kedia Organization**

- Preparation & Comparison of Monthly Financial Statements, Debtors Aging, Ratio Analysis of Rohit International Pvt. Ltd.-(RIPL).
- Monthly Financial Statement, Gross Profit Analysis of Monte Carlo Showroom.
- Providing Guidance & Supervision for preparation of Monthly Factory Reporting of Yeti Fabric Ltd.
- Comparison of Budgeted & Actual collection of Students fees of Nepal Information Technology Pvt. Ltd.
- Finalization of Periodic Balance Sheet, monitoring of fees collection of DIOIT (D.A.V. Institute of Information Technology).
- Monthly Debtors Aging, Comparison of actual sales with budgeted sales of Yeti PVC Flooring Pvt. Ltd.
- Review of Monthly VAT Returns, TDS Returns, reconciliation thereof, Issuing TDS Certificates to various parties.
- Performing detailed ledger scrutiny of the various units of the group of companies, recommending rectification entries.
- Approving of daily receipts, payments, journal vouchers along with supporting.
- Verification of monthly employees' payroll of the group of the companies.
- Overseeing of monthly Bank Reconciliation Statements.
- Finalization of Yearly Financial Statements, filling of annual income tax returns.
- Dealing with internal/external audits, tax authorities etc.

#### **Job Responsibilities in Varun Beverage Nepal Pvt. Ltd.(PEPSI)**

- Monitoring of Income Tax, VAT & Excise compliance.
- Performing Detailed Ledger Scrutiny & preparing details thereof.
- Co-ordination in finalization of Financial Statements
- Reporting to Higher level of management
- Verifying daily transactions
- Reconciliation of VAT & Excise Report with Ledger.
- Monitoring compliance of TDS
- Preparing TDS Certificates
- Rectification of Ledgers
- Verification of bills & vouchers
- Internal Check & Audit of Ledgers.

- Dealing with Internal/External Audit.
- Review of Salary Sheet
- Supervision of Bank Reconciliation.

#### Training and Seminars

- Three years' article ship training as per the curriculum of the Institute of Chartered Accountants of India.
- Hundred Hours Information Technology Training as per the curriculum of the Institute of Chartered Accountants of India.
- Strategic Management Training organized by NIC ASIA Bank Limited.
- Delivered Compliance related presentations and training to the management and related employees at NIC ASIA Bank Limited.

#### Technical skill

Advance Knowledge of: Tally-ERP-9, FACT, **SAP**, Swastik Gold, MS-Office.

#### Personal Curriculum

Date of Birth	:	June 03, 1983
Father	:	Late. Sukdev Sah
Nationality	:	Nepalese
Marital Status	:	Married
Languages	:	English, Hindi, Maithili & Nepali

#### Address:

Permanent	:	Ganeshman Charnath -03, Dhanusha
Temporary	:	Bhairav Tole, Satdobato-15, Lalitpur.

**Date** : 04/04/2019

**Place** : Kathmandu

**CA. Ram Chandra Sah**