



CAREER OBJECTIVE

To become one of the leading professional and to apply my knowledge and skills for the growth of the organization I am engaged with and also to invest the acumen in development of the field in which I gain expertise.

AN OVERVIEW

- ⇒ ***Qatar Experienced***; Worked as Internal Auditor in Shutdown Maintenance Services (a subsidiary of Al-Jaber Group)
- ⇒ ***Banking Experience***; Currently working at NIC Asia Bank Ltd in Kathmandu-Nepal as Credit Officer and previously worked as Internal Auditor.
- ⇒ Successfully completed 3 years Articleship from S C Vasudeva & Co Chartered Accountants as an Article Trainee.
- ⇒ Finalization of Balance Sheet and Tax Audit Report, Planning and preparation of Audit Program.
- ⇒ Exposure in various diversified industries like Construction, Manufacturing, Hydropower, Development Sector, Government Organizations etc.
- ⇒ Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions

WORK EXPERIENCE

NIC Asia Bank Ltd., Kathmandu – Nepal Credit Officer

Nov'17 to Present

- Execute a role gate keeping in loan approvals to filter the do able business and/or fix the checks and monitoring tools to manage the credit risk thereby to ensure and enhance the quality of risk assets being within the risk appetite framework of the bank
- Ensure that quality of credit proposals meet bank credit policy standard, particularly with regard to the completeness and depth of risk analysis
- Ensure full compliance to Bank policy, Product papers and regulatory requirements of the central bank

NIC Asia Bank Ltd., Kathmandu – Nepal Internal Auditor

Sept'16 to Nov'17

Key responsibility is to involve in Internal Audit of Branches and Departments as assigned by Head-Internal Audit.

- To verify the risk involved in the audited units are identified and managed appropriately
- To verify whether each Department and Branch of the Bank is complying with all the applicable Laws, laid down Policies, Plans and Procedures and communicate/report findings thereof
- To verify whether the bank has fully complied with the directives issued by Central Bank of Nepal (NRB) (including those dealing with Accounting, Internal Control, Risk Management, Corporate Governance, etc.) and communicate/report findings thereof
- To carry out other duties and responsibilities as assigned by the Head -Internal Audit from time to time

Shutdown Maintenance Services (SMS), Doha- Qatar Internal Auditor

May'14 to Sept'15

SMS is a subsidiary of Al-Jaber Group. Reporting to Internal Auditor Manager, responsible for the following duties and responsibilities:

- Production of MIS Reports, various financial information, reports, financial forecasts, variance analysis
- Prepare and report periodical and annual Financial Statements
- Comparative presentation of Price Quotation for bidding
- Prepares and submits monthly management reports such as Cost of idle workers, fuel cost per vehicle, profit and loss statement, Cost of vehicle and maintenance per vehicle
- Conduct monthly physical verification of store and fixed assets at yearend
- Ensuring Accuracy, Correctness and Compliance to the contract of the Invoices
- Verify payment request and Review petty cash payments
- Review Salary Sheet

NBSM & Associates, Kathmandu-Nepal
Asst. Manager

Feb'14 to May'14

Charged with overall responsibility of audit and other assignment and directly reporting to the Partner:

S C Vasudeva & Co. New Delhi- India
Article Trainee

March'10 to Oct'13

S C Vasudeva & Co. is one of the largest accounting firm in India. I have joined as Article Trainee and successfully completed my three years of Articleship. Worked as a team member and involved in the audit and other assignments of various diversified industries like FMCG, Retail, Manufacturing, Distributors etc..

KEY KNOWLEDGE AND SKILLS

Banking
Forecasting

Financial Reporting
Financial Analysis

Financial Planning
Budgeting

MIS Reporting
Auditing

Cost Analysis
IAS/IFRS

ACADEMIC & PROFESSIONAL CREDENTIALS

CA FINAL

Nov 2013

The Institute of Chartered Accountants of India (ICAI)

B.Com (A&F)

2013

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COMPUTER PROFICIENCY

- ⇒ Well versed with MS Office including Excel, Word & PowerPoint.
- ⇒ Working Experience of SAP & Tally.
- ⇒ Completed 100 Hours Information Technology Training held by ICAI.

KEY STRENGTHS

- ⇒ Self-motivated with positive attitude.
- ⇒ Analytical skills, prioritization of work and ability to meet deadlines.
- ⇒ Adaptability with co-workers and team leading ability.
- ⇒ Fast Learner, Practical, Friendly, Punctual and a Team person.

REFERENCES

- ⇒ Mr. Gopal Ranjan +255 685 201 235 gopalrajbiraj@gmail.com
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