

CURRICULUM VITAE

Personal Information:

Name : Gunanidhi Gautam
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Career Vision:

Excel through innovative and professional excellence. Adhere and accept to everyday challenges and to move ahead with confidence and professionalism.

Career Summary:

- Expert knowledge on preparation and consolidation of Annual Accounts (Balance Sheet, Income Statement, Cash Flow Statement), Financial Reporting, Forecast and Analysis and Appraisal.
- Sound Knowledge and experience on General Accounting Practice, Auditing, Internal Control and Financial Analysis.
- Expertise knowledge of preparing Administrative Regulations and Financial Policy/Procedures.

Academic and Professional Qualification:

- Chartered Accountancy from the Institute of Chartered Accountant (ICAI) in May 2012.
- Masters' Degree in Business Studies(M.B.S) from Tribhuvan University, (2001- 2003)
- Bachelors' in Business Studies(B.B.S) from Tribhuvan University(1998-2000)
- Intermediate in commerce (I com) from the Tribhuvan University (1994-1997)
- School leaving certificate (SLC) From Government of Nepal 1993

Employment Record:

Employer	Designation	Employment period
➤ TBI Group Nepal Pvt Ltd, Kathmandu Nepal	Finance Chief	Aug 2012 to till Date 2013
➤ Naidu, John & Co. Chartered Accountants, Chennai India	Asst. Audit Manager	Aug. 2009 to Dec. 2011
➤ Naidu, John & Co. Chartered Accountants, Chennai India	Articled Trainee	Dec. 2007 to Aug. 2009
➤ A. John Moris & Co., Chartered Accountants, Chennai, India	Articled Trainee	May 2006 to Dec. 2007

TBI Group Nepal Pvt Ltd Aug 2012 to till Date

The main responsibilities in the companies are :

- Preparing the financial reports, budgets, accounts, and financial statements
- Undertaking strategic analysis and assisting with strategic planning
- Tax Planning and compliance of government rules and regulation
- Filing of Monthly TDS and VAT report with the IRD office
- Producing long-term business plans
- Undertaking research into pricing, competitors and factors affecting performance
- Controlling income, cash flow and expenditure
- Liaising with managerial staff and other colleagues
- Timely report to the management

Naidu, John & Co, Chartered Accountants Asst Manager and Article assistant (Dec 2007 to Dec 2011):

The main responsibilities in the organization are:

- Conducting statutory audit, tax audit and internal audit of Services, Trading, Banking Companies, NGO/ INGO,
- Reviewing of accounting/finance documentation and procedures,
- Preparation of Feasibility Report.

A. John Moris & Co , Chartered Accountants (May 2006 to Dec 2007):

The main responsibilities in the organization are:

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- Vouching work for the documents such as loan disbursement, interest collection by the bank, cash verification etc., vouching of receipts and expenditure of colleges, computer institute, retail business and preparation of trial balance and financial statements.
- Conducting of accounting/finance documentation and procedures, conducting statutory audit, tax audit and internal audit of Services, Trading, Construction and Manufacturing companies.
- Preparation of feasibility report for loan documents.
- Preparation of financial Statements (Balance sheet, Income Statement, Cash Flow Statement.)
- **Languages:**

Languages	Spoken	Writing
English	Excellent	Excellent
Nepali	Excellent	Excellent
Hindi	Excellent	Moderate

Computer Skill:

- Word, Excel, Power point, E-mail, Internet, Tally etc.

(Gunanidhi Gautam)