

**FINANCE & ADMIN PROFESSIONAL****Over 8+ Years of experience in Managing Finance Functions**

Finance/Accounts	Taxation	Financial Management
Leadership	Co-ordination and liaison	Compliance & Reporting & Audit
Budgeting	General Administration	Liaison with Government Authorities

**SUMMARY OF EXPERIENCE**

- ✚ An accomplished finance and admin professional with in-depth experience in managing finance and admin functions across different organisation.
- ✚ Outstanding analytical skills and keen business acumen coupled with the ability to work efficiently even when dealing with ambiguity.
- ✚ Thorough understanding of the Accounts Management Processes and resource mobilization.
- ✚ Working Experience in audit firms, public company, bilateral organisations.
- ✚ Oversee every aspect of financial management of Donor funded programs, Public organization.
- ✚ Experience of working with consortium programmes, bank & financial institution, government agencies etc.
- ✚ Experience of managing tax related matter.

**KEY Accomplishment**

- ❖ Preparation of Investment policy for public company.
- ❖ Successfully handled full tax audit of the organization.
- ❖ Saving of organisation's cost by entering into forward contract for payment to foreign vendor.
- ❖ Contribute in preparation of risk management register.
- ❖ Conduct cross functional audit for the compliance of policies.
- ❖ Establish efficient professional relationship with partner, Bank & Financial institution and government agencies.

**CAREER REVIEW****Senior Finance Officer > International Federation of Redcross and Red Crescent Society /DRC CO****Oct 2016 - Current*****Finance and Accounting Function***

- Ensure that all DRC obligations with respect to the NRCS/DRC Development Contract and Programme Agreements concerning accounting / audit requirement are properly carried out.
- Timely reporting to regional office (RO) and Danish Red Cross headquarter and related back donors.
- Prepare Programme budgets in cooperation with concern departments at NRCS and DRC CO.
- Overseeing financial flow of programme and country office.
- Give advice and train programme staff of NRCS in activity-based budgeting
- Coordinate with RO on financial issues and reporting.
- Prepare monthly/quarterly/annual financial report.
- Prepare variance report as required.
- Prepare Bank and Petty Cash reconciliation statement of DRC CO in monthly basis.
- Perform quality check on accounting document (vouchers, financial report etc.) from NRCS.
- Ensure that funds transferred to NRCS are used and accounted for in accordance with approved activity plans, budgets and provisions outlined in programme document.
- Ensure the correctness of the invoices and payment vouchers of DRC CO.
- Ensure the entry of approved documents into Navision and/or AX09.
- Ensure proper filing of financial files of the programme.
- Support external auditors in carrying out annual audits.
- Provide necessary documentation requested by auditors or back donors while auditing.
- Support to preparing justification notes in yearly basis for any audit comment.
- Monthly cash counts with Finance Manager.
- Ensure thorough understanding and update of DRC relevant policies and procedures.

***Admin and Logistics Function***

- Assist admin manager/officer in ensuring safeguard of assets by assigning assets codes and recording them in the asset list.

- Assist admin manager/officer in visa processing for in country staffs and delegates.
- Assist in travel and accommodation arrangement for all programme staff and visitors/delegates.
- Ensuring proper documentation, filling and scanning of all financial , legal and other documents.
- Knowledge of managing all required logistics for the smooth operation of programmes.
- Knowledge of managing all aspects of vehicle management including –mission order, updating vehicle log books , liaison with fleet management department and repairs and maintenance.
- Liaison with IFRC Security Department in matters related to Safety and Security.
- Ensure all major procurements to be done through IFRC.
- Assist in preparation of contracts , agreements and leasing documents.

#### **Finance Officer ➤ DAI Global LLC – USAID's Project**

**July 2016- Oct 2016**

- Prepares vendor and remittance tax forms and ensure these are submitted in a timely manner, prepares and submits monthly reconciliation reports for review.
- Oversees the reporting of expenses by regional offices (if applicable)
- Supports preparation of internal and external audits
- Supports responses and actions to internal audit comments
- Performs regular spot audits on project's files.
- Ensures that accounting policies and practices are carried out in accordance with GAAP standards; project internal controls are established and implemented in accordance with DAI policies, USAID rules/regulations and the terms of the contract.
- Responsible for recording and assigning costs based on approved budget in field accounting system (FAS)
- Performs monthly bank reconciliations and routinely monitors bank account balances
- Analyzes and reconciles project inventory on a regular basis ensuring that the value/purchase price of projects assets reflected in the inventory register agrees with the total shown in the cumulative Non-Expendable account balance.
- Follows procedures to ensure accurate and timely payment and reconciliation of travel advances, reimbursements for staff and partner travel
- Processes timely and accurate payroll payments for the office and ensures leave balances, and payroll taxes are accurate
- Uses field accounting system (FAS), cloud software for backup documentation, and DAI's operations system (TAMIS), etc. regularly

#### **Finance & Admin Officer ➤ Nepal Clearing House Ltd – Public company**

**Dec 2013- July 2016**

- Ensuring the accurate and appropriate recording of accounting and financial information
- Preparation of financial statements including monthly, quarterly and annual accounts.
- Ensuring compliance with regulatory requirements of Income tax, VAT, NRB etc.
- Preparation of budget and analysis of variance thereof.
- Responsible for overall management, support and co-ordination for general administration of the organization including maintenance of office supplies and inventories, general purchase, etc.
- Co-ordination with internal and statutory audit team for audit processes.
- Ensuring procurement process is as per the policies.
- Preparation of projected financials and financial analysis of IPS (Interbank Payment System) project.
- Team member for feasibility study of Mobile financial services conducted by NCHL in collaboration with *Sakkchya Access to Finance* funded by UK Aid (Louis Berger).
- Prepared of Investment Policy of NCHL and generate reports on regular basis.
- Cross-functional audit of Standard Operating Procedure of NCHL, NRB Byelaws (payment and settlement) and BCP-DRP.
- Also acting as **Member Secretary** for the Audit Committee of NCHL.

#### **Auditor ➤ T.P Adhikari & Associates – Audit Firm**

**June 2011- Dec 2013**

- Statutory Audit, Internal Audit and Management Consultancy, Tax consultancy Services of various companies.
- Finalizing the balance sheet of various companies.
- Income Tax Scrutiny case, Tax Audit, Income Tax, VAT, Excise & Custom.

#### **Audit Assistant ➤ Rajesh Subhra & Associates – Audit Firm**

**Nov 2007- May 2011**

- Good exposure of Income Tax, VAT, Service Tax, Excise Duty & Custom Duty.
- Statutory Audit of Classic Wire Pvt.Ltd, Tejaswa Masalas & Co.
- Internal Audit of Shivam Enterprises, IIHT Academy etc.
- Income Tax Scrutiny case, Tax Audit.

- MCA compliance.
- Finalizing Balance Sheet
- Tax consultancy services as a team member and team leader.

## PERSONAL DETAILS

- Father's Name : Durga Prasad Dhungana
- Date of Birth : 30 December 1988
- Nationality : Nepali
- Permanent Address : Sidhupalchowk, Batashe-6

## CREDENTIALS

- Passed Chartered Accountancy from the Institute of Chartered Accountants of India in May 2013.
- Passed the Chartered Accountancy membership exam from the Institute of Chartered Accountants of Nepal in May 2015.
- Pursuing M.B.S at Nepal Commerce Campus from Tribhuvan University
- B.B.S. at Nepal Commerce Campus from Tribhuvan University
- 10+2 at Ideal College from HSEB.

## TECHNICAL COMPETENCIE

- IT Skills** Microsoft Office , Tally ERP 9, NAVISION, AX09, Taxpro etc

## TRAINING AND COURSES

- Training on "Information Systems Audit" under the Institute of Chartered Accountants of India and the Institute of Chartered Accountants of Nepal.
- Completed 250 Hrs. of compulsory CCT Training conducted by ICAI.
- Has completed 15 days training on General Management & Communication Skills conducted by ICAI.

## References

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