

# Anuj Nepal, CA

House No- 31, Tamor Marg, Kausaltar, Bhaktapur, Nepal

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## Objective:

To work in a challenging professional environment and there by utilize my talents, accounting, auditing and taxation skills and analytical abilities

## Education:

- Chartered Accountancy (CA), 2006  
The Institute of Chartered Accountants of India, India
- Bachelor of Business Studies (B.B.S), 2001  
Tribhuvan University, Nepal
- Intermediate of Commerce (I.Com), 1998  
Tribhuvan University, Nepal
- School Leaving Certificate (S.L.C), 1996  
Ministry of Education, Office of the Controller of Examinations, Nepal

## Skills and Strengths:

- Expertise in perfect Auditing
- Expertise in Nepalese Taxation and Corporate Laws
- Excellent Communication and Written skills in English, Nepali and Hindi
- Accurate and Fast Accounting including Fund Based Accounting
- Expertise in the usage of Microsoft Office tools namely Microsoft Word, Excel and PowerPoint.
- Vast Experience in Audit, Consultancy and Taxation services of diversified organizations including Banks and Financial Institutions, Manufacturing Companies, NGOs/ INGOs, Hydro Electricity Companies, etc.

## Membership:

- Associate Member of The Institute of Chartered Accountants of Nepal since 2009.
- Member of The Association of Chartered Accountants of Nepal.
- Associate member of The Institute of Chartered Accountants of India since July 2007.

## Trainings/ Participations:

- 15 Days General Management and Communications Skill Training, August 2007  
Northern India Regional Council, The Institute of Chartered Accountants of India, New Delhi
- Participations in the meetings of Association of Private Medical and Dental Colleges in Nepal from time to time.
- Participations in various Professional Development courses recognized by The Institute of Chartered Accountants of Nepal.

### Work History:

<b>From July 2013</b>	<b>Employer:</b> <b>Anuj &amp; Associates, Chartered Accountants</b>	<b>Job Title:</b> <b>Proprietor</b>
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### Responsibilities

- Internal and External Auditing
- Management Consulting
- Financial Consulting
- Taxation Consulting
- Quality Control

<b>From February 2010 till July 2013</b>	<b>Employer:</b> <b>Janaki Medical College, Teaching Hospital (Promoted by: Ram Janaki Health Foundation Pvt. Ltd.)</b>	<b>Job Title:</b> <b>Finance Controller</b>	<b>Reporting to:</b> <b>Chairman/ Finance Director</b>
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### Responsibilities:

- Liaison with Internal and External Auditors
- Ensuring proper internal control system lies and is being adhered to
- Finding the areas of leakages and introduce system/ mechanism to reduce/eliminate it
- Dealing with Tax and other Government Offices representing the organization
- Recovery and Payment Management
- Financial and Capital Budgeting
- Ensuring timely and accurate maintenance of books of accounts.
- Ensuring proper management of stores and related records.
- Loan processing and other dealings with banks including preparation of Feasibility Report.

<b>From January 2007 to February 2010</b>	<b>Employer:</b> <b>BRS Neupane &amp; Co., Chartered Accountants</b>	<b>Job Title:</b> <b>Audit Manager</b>	<b>Reporting to:</b> <b>Partner of Firm</b>
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### Responsibilities:

Besides managing 3-4 teams at once my Job Responsibilities include:

- Liaising with Clients (individuals or businesses), providing financial information and advice;
- Reviewing the Clients' financial, administrative and human resource systems and analyzing risk;
- Performing tests to check financial information and systems;
- Ensuring compliance with applicable statutes and internal policies;
- Advising clients on tax planning (within current legislation to enable them to minimize their tax liability);
- Giving advice to the clients' in the areas of Internal Control System improvement
- Maintaining accounting records and preparing accounts and Management Information System of clients;
- Advising clients on areas of business improvement;

<b>From May 2006 to January 2007</b>	<b>Employer: BRS Neupane &amp; Co., Chartered Accountants</b>	<b>Job Title: Senior Auditor</b>	<b>Reporting to: Audit Manager/ Partner</b>
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#### **Responsibilities:**

Took lead of audit operations and took the task of reviews and investigating documents and process in the organization with the help of 3-5 auditors in my team. Imparted training and audit process for my team to carry out audit efficiently and effectively. Prepared audit reports from the audit findings given by my team and presented it to the senior management with my suggestions and feedback for corrective actions on the same.

<b>From April 2001 to April 2004</b>	<b>Employer: B. Rattan &amp; Associates, Chartered Accountants, New Delhi, India</b>	<b>Job Title: Articled Clerk under the rules of Institute of Chartered Accountants of India</b>	<b>Reporting to: Team Leader/ Senior Auditor</b>
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#### **Responsibilities:**

Took the role of auditor in the organization and audited all departments in the concern. Also took part in meetings, training related to audit. Used my analytic skill to analyze existing system in organization and business processes and imparted my audit to propose new solution which helped the organization to avoid business risks and gain stability and strength in market and thereby gain profit.

#### **Languages**

	<b>English</b>	<b>Nepali</b>	<b>Hindi</b>
Speaking	Very Good	Excellent	Good
Writing	Very Good	Excellent	Fair

#### **Personal Information**

Date of Birth : 16<sup>th</sup> March, 1980  
Nationality : Nepalese

#### **References**

<b>Mr. Narendra Bhattarai Past President The Institute of Chartered Accountants of Nepal</b>	<b>Mr. Suneer Dhungel Past President The Institute of Chartered Accountants of Nepal</b>
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#### **Declaration:**

I declare that the information given above is true and correct.  
CA. Anuj Nepal  
Chartered Accountant