

CA KRISHNA BAHADUR KHATRI
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CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

PROFILE & STRENGTHS

- A competent and result oriented professional offering more than **ten years** of experience in accounts, finance, tax, auditing and assurance with ability to formulating Audit Plans , preparation of Audit Reports and giving recommendations for improving internal controls.
- **Preparation and finalization** of annual **Financial Statements** in consonance with applicable financial reporting frame work including tax computation.
- Countries of work experience- **India and Nepal**.
- **Financial Reporting, Budgeting, Internal Audit, Risk Assessment, Statutory Audits, Tax Audits, and Tax Compliances, NRB Compliances.**
- Preparation and monitoring the **Budget**.
- Work experience with various **Manufacturing, Trading, INGOs, NGOs, and Banking.**
- Well versed with **Accounting and Auditing Standards -India and Nepalese Accounting and Auditing Standards.**
- Technically proficient with **Pumori, Tally, Swastik, Windows, MS Excel, MS Word, MS Power Point, Accounting Packages and Internet.**
- Ability to manage assignments efficiently under extreme pressure while meeting tight deadlines.
- Learning nature, Dedication to work, Punctual, Initiative, Ability to work with team, ability to adopt changes quickly.
- Assigning roles and responsibilities to team members and providing guidance along with monitoring and evaluation of work perform by them.

Core Competencies

✧*Financial Statement* ✧*Budget* ✧*Internal and Statutory Audit* ✧*Project Internal Audit* ✧*Financial Management*
✧*Capacity Assessment* ✧*Risk Assessment* ✧*Tax Audit* ✧*Internal Control* ✧ *VAT, TDS and Service Tax* ✧ *Audit*
✧*Planning* ✧*Financial Reporting* ✧*Report Writing*

Profile

Chartered Accountancy passed from The Institute of Chartered Accountants of India (ICAI) in November 2008 having a total experience of about 10 years which includes about 8 years of post qualification experience in reputed organizations. Currently I have audit firm providing the consultancy service related to tax, vat, audit etc. Dedicated, Skilled and self motivated, with good interpersonal, communication and leadership skills. A quick learner eager to acquire more knowledge and practical skills in a team oriented environment.

Academic Qualification

EXAMINATION	INSTITUTE	BOARD	PERCENTAGE (%)	YEAR
CA	ICAI	ICAI (India)	58	2008
B.com	P.N.College	T.U (Nepal)	53	1997
I.com	P.N. College	T.U (Nepal)	48	1994
S.L.C	T.A.M.B	G.O.N.(Nepal)	59	1992

Post Qualification Experience

Organization: Chaudhary Group (Electronics Division), Corporate Office, Lalitpur, Nepal (2015-to march 2018)

Position: Manager (Accounts & Finance)

Summary of Experiences at CG

- 1) Accounts Management (working as accounts head of 5 companies)
- 2) Finalization of budget
- 3) Debtors Management (Slow moving/Non Moving Debtors/Planning and Policy Making)
- 4) Drafting of SOP and Policies
- 5) Procurement Management/Procurement Planning/Construction Contract Handling
- 6) Inventory Management (Identification of Slow moving models/Planning for disposal)
- 7) Brand Shop/Outlets and Showroom Management

Roles and responsibilities at Chaudhary Group (Electronics Division)

- Act as Accounts and Finance consultant of five different Companies under the unit namely CG Electronics Private Limited, CG Impex Private Limited & EOL Private Limited, CG Mobile Pvt.Ltd, CG Digital Pvt.Ltd.
- Checking/signing all units' vouchers from audit point of view with special focus on service centre claim related expenses, reconciliation of spare parts at SVC's, maintaining a strong internal control at all SVC's.
- Verification of cost sheets of products as prepared by Unit heads.
- Fixation of Dealer's price in consultation with BUH/Finance head after consideration of different factors like Price of competitors, percentage of margin, exchange rate etc.
- Verifying all Kolkata clearing expenses, Birgunj Custom clearing expenses including duty rate in P.P. while importing goods and parts.
- Verifying freight expenses and negotiation with transporters/Freight forwarders, Courier vendors for the purpose of cost control.
- Verifying and approving the advertisement related expenses/bills, bills of sales promotion.
- Visiting Factory in Nawalparasi, FUDCO (Bhaisepti), Service Centers, Showrooms for controlling of transactions, verification of control systems.
- Confirm monthly reconciliation of Banks, Inter unit accounts, Major Vendors, VAT reports & TDS Reports.
- Consolidate MOR on monthly basis and check correctness of same for the supply of same to Corporate Finance.
- Closely monitoring the slow moving and non moving items at factory and showrooms, fixing the disposal price after consultation with showroom heads, sales department, finance head considering the current sales possibilities of the same, model being technologically obsolete etc.
- Closely monitoring parts purchase, Parts stock reconciliation, duty rates and solving the discrepancies.

- Discussion of Casual advance lists, Staff advance list, Creditors list, L/C Margin, Cheque in hand, Cheque Return & Re deposit with particular Unit in-charge.
- Review of Internal audit reports and solve issues related to internal audit queries.
- Stock taking of all godowns and showrooms on half yearly basis and reconciliation of variances through Account heads.
- Verification of cash discounts to dealer's provided by sales department.
- Certifying and approving Cheque and cash payment of all units.
- Scrutiny of ledgers of all units closely after each month end.
- Act as procurement manager for all types of procurement of the unit from Fixed Assets to Equipments which incurs substantial amount. Analyzing from cost, quality aspect after detailed financial analysis in consideration of benefits from the asset, Payback period etc.
- Finance supervisor of a large construction of CG Electronics Building, Warehouse at Satungal, Kathmandu. Handled all works relating to finance aspect of construction. Obtaining quotations from National and International Vendors, analyzing them from cost and quality aspect, Selecting vendors in coordination with Technical persons etc. is primary task.
- Any other challenging nature of works as instructed by Business Unit Head.

Organization: Khajurico Nepal Pvt.Ltd. (2013-2015)

Position: Accounts & Finance Manager

Roles and responsibilities at Khajurico Nepal Pvt.Ltd.

- Maintain complete sets of books of account according to the generally Accepted Accounting principles (GAAP) and update it on daily basis, monthly, quarterly, and half-yearly and annually to find the shortcomings and fair interpretation of Finance and Accounts.
- Preparation of financial statement half-yearly and annually reporting to top management
- Preparation of budget
- Assist and Facilitate statutory audit and internal audit
- Preparation of payroll sheet with computation of tax.
- Cash and bank management
- Debtors & Creditor management
- Compliance with financial policy, Tax law and vat law
- Other duties as assigned by top management

Organization: Lumbini Finance & Leasing Company (2010-2013)

Position: Account Officer

Roles and responsibilities at Lumbini Finance & Leasing Company.

- Preparation of Financial statement
- Compliance with NRB directives and other prevailing law
- Checking and approving the accounting transaction
- Preparation of Bank reconciliation statement
- Checking and verification of loan holder profile
- Verification of KYC policy
- Other duty as assigned by management.

Organization: MJ Associates (Audit Firm)(2007-2009)
Position: Audit Manager

Roles and responsibilities at MJ Associates.

- Planning the whole audit process from drafting audit plan, audit program, field work to reporting
- Conducting audits in different parts of Nepal based on clients place of business
- Leading and monitoring the audit team in the assignments where I have been involved as Team leader
- Coordinating and taking accountability where I have been involved as team member
- Conducting audit presentations and discussions in the events of audit closing and present it to the Audit committee/ management for discussion
- Providing proper suggestions to clients regarding tax rates, tax implications and circulating the rates of TDS, Corporate taxes to clients where necessary

Clients handled:

- **Manjushree finance Limited , New Baneshwor, Kathmandu:** Worked as audit in-charge during Internal Audit. Handled the detailed audit of Accounts & Finance, Recovery, checked compliance with NRB Directives and other prevailing laws as a team member
- **Sincere cooperative, Putalisadak, Kathmandu:** Handled detailed review of credit files of the branch. Performed analysis of the overall quality of credit portfolio, documentation procedures of branch, provisioning for assets, controls and procedures for enhancing quality of loans and conducted site inspection and stock verification of borrowers.
- **Shangrila Hotel:** Involved in the internal audit of operation. Preparation of internal audit report including executive summary, critical review of internal control system, through checking of statutory dues, critical analysis of system of purchase of inventory, fixed assets & personal file.
- **INGO and NGO:** Involved in the internal audit of operation. Preparation of internal audit report including executive summary, critical review of internal control system, through checking of statutory dues, critical analysis of system of purchase of inventory, fixed assets & personal file.

Articleship Training

Name of the Firm: GL Sarrof & company. Chartered Accountants
(Kolkata, India)
Period Served: 3 years (2001-2004)

Roles and responsibilities at GL Sarrof & Co. Chartered accountants

- Coordination with all clients from Audit planning to reporting
- Liaison and coordination with Income Tax Departments, VAT office and Registrar of Companies office
- Preparing all documents relating to Scrutiny cases of Income Tax and VAT and submitting to the respective departments
- Filing Income Tax Returns, VAT & Sale Tax Returns and Various Forms under Companies Act of varied nature of Individual and corporate clients.
- Provided financial advisory and consultancy to different clients regarding Issue management, Debt management and working capital management.
- Prepared Books of accounts and conducted accounting review of different nature of clients.
- Leading the audit staffs and provided them training at office regarding recent developments in related rules and laws

Competencies and trainings

- Ability to work extensively in Microsoft programs including Word, Excel, power point etc.
- Internet and World Wide Web
- Completed Information technology training (ITT) conducted by ICAI.
- Completed General Management and Communication Skills (GMCS) training conducted by ICAI.
- Fluency in English, Nepali and Hindi with good communication Skills.
- Good command in accounting packages like **Tally and SWASTIK** and working knowledge of banking software PUMORI.
- **Seminar of good corporate governance** (Conducted by Association of development Bankers)

Personal Details

Gender:	Male
Date of Birth:	2033-08-05
Father's Name:	Mr. Khim Bahadur Khatri
Nationality:	Nepali
Temporary address:	Satungal, Kathmandu

About myself:

- ❖ Goal oriented
- ❖ Meeting the managerial deadline
- ❖ Concentration towards the efficiency, effectiveness and economy of organization
- ❖ Respecting the chain of command
- ❖ Creative Mind
- ❖ Hard working

Certification: *I confirm that, to the best of my knowledge, the information given in the curriculum Vitae is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, (or that I willfully omit or suppress any material facts), I will be dismissed from employment.*