

## AT. Rabin Kharel



CA. Semi-qualified, Accounting Technician, B. Com (Hons.)

**Objectives:** To utilize my knowledge, skills, expertise for the growth of the organization.  
To gain knowledge from the work culture to nourish myself for the betterment of the individual as well as the company.

### **Academic Qualification(s):**

- 1 B. Com (Hons.), Nagaland University, Lumami, Nagaland, India – 2006.
- 2 HSSLC (10+2), Nagaland Board of School Education, Kohima, Nagaland, India – 2003.
- 3 SLC, His Majesty's Govt., Ministry of Education, Sanathimi Bhaktapur Nepal -1999

### **Professional Qualification:**

1. CA. Inter (PE-II) – (CA. Semi-qualified) -The Institute of Chartered Accountants of India – 2009.
2. Accounting Technician Course (ATC), The Institute of Chartered Accountants of India – 2013.
3. Accounting Technician Course (ATC), The Institute of Chartered Accountants of Nepal– 2016.

### **Technical skills:**

MS Excel, MS Word, Tally ERP, Bank's CBS System (Finacle), Odoo & Other office tools.

### **Experience:**

1. **Account Officer** at Shubhashree Agni Cement Udhyog Pvt. Ltd. (A group of Agni Cement Industries Pvt. Ltd.) Kathmandu, Nepal.(10<sup>th</sup> June 2014 – continuing) – 4 + years

#### **Working Areas:**

- a. Maintain books of accounts, fund management, internal control, team leader at branch level.
- b. Compiling of statutory requirements like Filling of VAT, TDS etc.
- c. During Internal as well as statutory auditing co-operating with auditors.
- d. Lc management, Bank communication, Communication & dealing with exporters, project based groups.

- 1.1. **Procurement Manager** at Shubhashree Agni Cement Udhyog Pvt Ltd (19<sup>th</sup> November 2017–continuing)

#### **Working Areas:**

- a. Vendor Management, Major Raw Materials Procurement Management, day to day monitoring with vendors and related field. Reporting to Management cost analysis report, stock movement report, purchase related reports & Coordination with finance and accounts team for suppliers' arrangements.
  - b. LC management with bank communication, Communication & dealing with exporters & project-based groups.
  - c. Dealing with transporters for various issues and exigencies.
- (Skills earned from the company during tenure: Project Management Skills, Negotiation Skills, Analytic Skills, Communications & Relationship Management Skills)

2. **Audit Officer**– Ajit K Jain & Associates, Chartered Accountants, Dimapur, Nagaland, India.

(1<sup>st</sup> July 2013 – 31<sup>st</sup> May 2014) – 1 year approx.

**Working Areas:**

- a. Inspection
- b. Auditing like Internal Audit, concurrent audit of Public Sector banks, Statutory Audit(Bank Branch Audit), Statutory Audit of PSU etc.
- c. Analysis of Financial Information (viz. Balance Sheet, Profit & Loss Statement, Cash Flow Statements etc. vis-à-vis Applicable Accounting Standards, Laws, and Regulations etc.).
- d. Banking Knowledge, Business Experience, Finance, Accounts, Statutory Fillings/ Payments (Like Income Tax, Service Tax, VAT, TDS etc.), Maintaining Books of Records as per Companies Act, Income Tax Act, etc.

3. **Article Clerk**-M/s. Gaurab & Co., Chartered Accountants, Guwahati, Assam, India (27<sup>th</sup> October 2009 – 26<sup>th</sup> October 2012) – 3 years.

**Working Areas:**

- a. Controlling audit staffs, Assigning Job to proper person to the office staffs.
- b. Bank Branch audits, Company Audits, Revenue Audits, Stock Audits, Risk Based Internal Audits, Concurrent, Bank and Company Audits, Information System Audits (ISA), etc.
- c. Handling & attending clients and resolving their problems.
- d. Consultancy services to Individuals and Organization.

**Hobbies:**

Playing football, charity activities, writing diaries.

**Languages Known:**

Speak/Write/Read: (Nepali, Hindi, English). Speak /Read: (Assamese, Bengali).

**Personal Details:**

Name: Rabin Kharel,

Date of Birth: 06-06-2039(BS)

Father's Name: Raghunath Kharel

Mother's Name: Late Dhanamaya Kharel

Religion/ Caste: Hindu/ General,

Marital Status: Married Contact(s): +977-9815936163 / +977-9860746138

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**Temporary / Current Address:**

C/o, Mr. Arun Kharel, Dhapakhel -24, Lalitpur – Nepal

**Permanent Address:**

C/o. Shri Raghunath Kharel, Ward No. 3, Phalante VDC, Kavre Palanchowk District, Bagmati Zone, Nepal.