

Nagendra Prasad Sah
CA & B.Com (H)

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CAREER OBJECTIVE

To become a successful professional in the corporate sector and to work in an innovative and competitive world, which will help me to explore myself to the fullest and realize my potential. Willing to work in a challenging and creative environment.

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

Year	Examination	Institution
May 2012	Chartered Accountant-Final	ICAI
May 2008	CA- PE II	ICAI
May 2006	CA- PE I	ICAI
2012	B.COM (H)	IGNOU
2004	Class XII	HSEB
2002	Class X	HMG

PROFESSIONAL EXPERIENCE

1. Working with **Chaudhary Group**, Kathmandu, Nepal as a Deputy Manager (Corp. Finance) since Nov 2016 (one of the most reputed business organization in Nepal)
2. Worked with **Vishal Group Ltd.**, Kathmandu, Nepal as an Accounts & Finance -Manager from Jan 2016 to Nov 2016. (also worked as director of Bhargav Bikash Bank Ltd. on the behalf of Vishal Group)
3. Worked with **Genpact India Pvt. Ltd.**, Gurgaon, as an Assistant Manager from Aug 2014 to Oct 2015
4. Worked with **Gupta & Thomas Chartered Accountants**, New Delhi, as an Assistant Manager from Jan 2012 to Jul 2014.
5. Worked with **Rawla & Co. Chartered Accountants**, New Delhi, as an Article Assistant from Sep 2008 to Dec 2011

RESPONSIBILITIES HELD

Corporate Finance - Manufacturing divisions (FMCG):

Responsibilities Includes:

- ❖ Monthly Operation Report (MOR)
- ❖ Group cash flow preparation, review and analysis of excess/ shortfall of cash flow
- ❖ Working capital analysis including inventory analysis, debtors ageing, working capital movement, ratio analysis and report preparation
- ❖ Balance Sheet Analysis and preparing details of sources and application of funds
- ❖ Preparation of Fortnightly Report incorporating all critical issues
- ❖ Various analysis and report preparation like:

- a. Scrap Sales and Scrap Gap Analysis.
- b. OT Analysis
- c. Cost Innovation Techniques
- d. Breakdown Analysis
- e. Wastage Analysis
- f. Utility Cost Analysis
- g. Inventory Analysis & Management
- ❖ Other works as and when required

Accounting :

Responsibilities Includes:

- ❖ Maintenance of day to day Books of Accounts
- ❖ Bank Reconciliation
- ❖ Maintenance of Fixed Assets Register
- ❖ Calculation of Depreciation
- ❖ Calculation & Payment of TDS, Service Tax & Sales Tax
- ❖ Preparation and Filing of TDS Returns & Service Tax Return
- ❖ Finalization of Budget
- ❖ Finalizing activities relating, Balance Sheet, Profit & Loss Account
- ❖ Preparation of Balance Sheet and Profit & loss Account as per Schedule VI of The Companies Act, 1956.

Deferred & Current Tax Reconciliation of GE Capital America (As Per FAS 109):

- ❖ GL review
- ❖ Accrual and Amortization
- ❖ Reconciliation of various Accounts
- ❖ Preparation of Manual Journal Entries
- ❖ Upload of Manual Journal Entries in to Oracle
- ❖ Maintaining productivity tracker
- ❖ Handling business queries & providing assistance to the client

Auditing:

Statutory Audit :

Sportsking India Limited, Saubhagya Sales Private Limited, Halabol Technologies Pvt. Ltd. & Eigen Consulting Pvt. Ltd.

Responsibilities Includes :

- ❖ Checking the accounts prepared as adherence to the applicable Accounting Standards.
- ❖ Checking the compliance of Statutory Laws and calculation of all Statutory Dues.
- ❖ Preparation of workings for the calculation of Income Tax/MAT Calculations
- ❖ Checking of Closing Stock Valuation
- ❖ Checking adherence to CARO norms.

Internal Audit :

MTNL (CDMA), MTNL (East Unit) BSNL Limited, OMMA PRV Pipes Pvt. Ltd., Brand Insync Marketing Pvt. Ltd. & UBIQ Trade & Retail Marketing Pvt. Ltd. (**Gupta & Thomas Chartered Accountants & Vishal Group Ltd.**)

Major areas covered during the internal audit includes, Inter alia

- ❖ Cash and Bank
- ❖ Payroll & Expenses

- ❖ Loans and Advances
- ❖ Deposits
- ❖ Statutory liability
- ❖ Debtors ageing
- ❖ Review of Fixed Assets Register
- ❖ Review of Bank Reconciliation Statement
- ❖ Evaluation of the Internal Control System
- ❖ Valuation of Closing Stock
- ❖ Compliance of various laws applicable

Taxation:

Direct Tax & Indirect Tax

- ❖ TDS Compliance work of OMMA PRV Pipes Pvt. Ltd., JMD Global Inc. Pvt. Ltd., Devindra Industries, KDV industries, Vijay Industries, Shiva Creation & Foxon Shoes
- ❖ Income tax returns of above mentioned clients and Individuals- Salaried, Professionals, Business
- ❖ Compilation of Scrutiny Assessment documents to be submitted to the Income Tax department
- ❖ Attended Scrutiny Assessment procedures.
- ❖ Sales Tax & Service Tax Compliances of Various Companies & Firm

IT SKILLS

Proficiency in use of Oracle, Microsoft Office, Tally and worked on various Income Tax, TDS Software and Swastik

STRENGTHS

- ❖ Positive Attitude
- ❖ Ready to take responsibilities
- ❖ Polite & Punctual

PERSONAL DETAILS

- ❖ Father's Name : Shri Yogendra Sah
- ❖ Date of Birth : 2nd July 1986
- ❖ Sex : Male
- ❖ Address : Jankapur (Bela-2), Dhanusha, Nepal
- ❖ Marital Status : Married
- ❖ Languages : English, Hindi , Nepali
- ❖ Nationality : Nepali
- ❖ Skype ID : canpsah

(CA Nagendra Prasad Sah)