

Kabita Shrestha, CA
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CARRER OBJECTIVE

To employ my knowledge and experince with the intension of securing a professional career with an oppertunity for challenges, career advancement and with a long term vision of reaching on the senior leadership position in the organisation along with gaining knowlwdge of new skills and expertise

BRIEF OVERVIEW AND STRENGTH

- Competent and result oriented professional offering **6 and half years** of experience in conducting audit with proven ability to formulating Audit Plans, Schedules and preparation of Audit Reports after inspection of books of accounts while giving recommendations for improving internal controls.
- Formulation of Financial and Monitoring Policy of NGO in Nepal and Private Limited Company and acted as Team Leader in Internal Investigation of nonprofit organization and developing, evaluating and monitoring control systems implemented in INGO and NGOs in Nepal and Companies.
- Financial consultant in the Private Limited Companies and worked as team leader in the Internal Investigation of the INGO in Nepal and India.
- Acted as Team Leader and Quality Control Reviewer for various External, Internal and Tax Audit assignments of Bank and Financial Institution ,Insurance Companies and various Public and Private Limited Companies.
- Acted as Team Leader in Due Diligence Audit of Banks/FIs and Insurance Companies.
- Worked as Team Leader in Gap Analysis and Impact Assessment on NFRS Adoption by Nepal Bank Limited
- External Audit, Internal Audit and Fund Based Internal Audit of various INGO in Nepal: READ Nepal and READ Global (India and Bhutan), Sami/Helvetas, MEDAIR etc.
- Worked as Team Leader and Team Member in Internal Audit and Tax audit of Banks, Service Industries and Manufacturing Industries like Bank of India Limited, Swedish Chamber of Commerce India , Interface International Education Pvt. Ltd. Park Industries Pvt. Ltd.etc in India.

PROFESSIONAL EXPERINCES

PYC & Associates, Chartered Accountants , Nepal
Worked as: Audit Manager (April 2013 to Present)

- Worked as Team Leader and Quality Control Reviewer for various External, Internal and Tax Audit assignments of Bank and Financial Institution ,Insurance Companies and various Public and Private Limited Companies.
- Worked as Team leader for balance sheet finalisation of various concerns.
- Worked as Team Leader and key member in formulation of the Financial and Monitoring Policy of NGO and Private Limited Company.

- Worked as Team Leader in carrying special assignment like due diligence audit of the bank and financial institution and insurance company and investigation of non profit organisation

Key Clients serviced (Special Assignment):

- READ India (Internal Investigation)
- SaMi/ HELVETAS (Fund Based Donor Audit)
- Financial and Monitoring Policy of NGO and Private Limited Company
- Supreme Development Bank (Due Diligence Audit)
- NB Insurance Limited (Due Diligence Audit)
- Flash Freight Pvt. Limited (Financial Consultant)

Key Clients serviced (External Audits):

- Global IME Bank Limited
- Nepal Bank Limited
- Lumbini Bank Limited
- Nobel Hospital Private Ltd
- Nobel College Pvt. Ltd/ Nobel Academy
- Hukum Pharmaceutical Pvt. Limited
- Society Development Bank Limited
- RSDC Laghu Bitta Bitiya Sanstha Ltd.
- Sani Securities Company Limited
- CM Trading Pvt. Ltd
- IME Automotives Pvt. Ltd
- VSO Nepal
- Sustainable Environment And Ecological Development Society (SEEDS)
- MEDAIR

Key Clients serviced (Internal Audits):

- READ Nepal, INGO
- Mahapragy Pharmacutics
- First Microfinance Laghubitta Bitiya Sanstha Limited
- Siddhartha Development Bank Ltd
- Business Universal Development Bank Ltd
- Manjushree Financial Institution Ltd
- Guheswori Merchant Banking & Finance Ltd.
- Asian Life Insurance Limited
- Nepal Insurance Company Limited

Nayak Saluja & Associates. Chartered Accountants. India

Worked as: Audit Assistant (July 2011 to January 2013)

- Worked as audit team member for various internal audit assignments.
- Team member for balance sheet finalisation and handled various tax audit assignments and Filling of all types of income tax return.
- Stock audit assignments handled and Preparation & Finalization of Accounts of various concerns

Some Key Clients serviced:

- Swedish Chamber of Commerce India
- Bank of India
- NBCC Limited

- Interface International Education Pvt. Ltd.
 - Park Industries Pvt. Ltd.
 - G.S Exports
 - D.M Educational & Charitable Trust
- **Worked as an Article/Audit Assistant (January 2008 to July 2011)** involved in handling Tax Audits, Internal Audits, Stock Audit , Preparation of MIS reports, Finalisation of accounts, preparation and review of balance sheet reconciliation , TDS and Service Tax related works and filing of ROC filing and income tax returns of most of the companies under Nayak Saluja & Associates, Chartered Accountants, India as required by Institute of Chartered Accountant of India

EDUCATIONAL QUALIFICATION

Degree	Year of Qualifying	Board/ University
S.L.C	2001	HMG Nepal
I.Sc	2003	Tribhuvan University
CA (CPT)	Nov 2007	ICAI, India
BBS	2008	Tribhuvan University
CA (PCC)	May 2010	ICAI, India
CA (Final)	Nov 2012	ICAI, India
M. A (Economics)	Pursuing	Tribhuvan University

COMPUTER PROFICIENCY

- Working knowledge of MS Word, MS Excel ,MS Power Point and various business applications.
- Working knowledge in Purnori , Bank Plus, Swift ERP, Quick Book, Inorinus Bankcuier.
- Accounting in Tally 7.2 and Tally 9.

SPECIFIC TRAINING

- Attended 3 Days "Training on IFRS" held by The Association of Chartered Accountants of Nepal (ACAN)
- Completed successfully 100 hours ITT Training as per the Institute of Chartered Accountants of India.
- Completed General Management and communication Skills conducted by the Institute of Chartered Accountants of India

SKILLS

- Enthusiastic and committed to maintain quality and efficiency
- Analytical, innovative and result oriented' professional
- Ability to work in teams with diverse cultural backgrounds
- Commitment to finish the task in allotted time without compromising on standards
- Accuracy and attention to details

PERSONAL DETAILS

- Father's Name : Mr Narayan Prasad Shrestha
- Date of Birth : 24th Oct 1983
- Marital Status : Unmarried
- Linguistic Proficiency : English, Nepali, Newari, Hindi

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date : 26/03/2018

Place: Lalitpur, Nepal