

ADITYA CHAPAGAIN

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Lokanthali-01, Shivnagar, Bhaktapur, Nepal

Career Objective

A dedicated professional with an analytical bent of mind, seeking a challenging position to contribute towards the growth of the organisation.

Synopsis

- ☐ Experience with recruiting and performance evaluation processes.
- ☐ Familiarity with financial and customer service.
- ☐ Good math skills with the ability to create and analyze reports, spreadsheets and sales statistics.
- ☐ Supervise and motivate staff including branch staff to perform their best.
- ☐ Experience in auditing, accounting, taxation, and financial reporting.
- ☐ Possess excellent client relationship management skills.
- ☐ Skilful at handling multiple tasks simultaneously.
- ☐ Ability to continuously strive for improvement in existing processes.
- ☐ Hard-working, ready to take up challenges, a positive thinker & a team player.
- ☐ Adept in organizing resources and establishing priorities.

Professional Qualification

Course	Year	Board	Percentage
Chartered Accountant	2017	ICAI	53.63

Academic Qualification

LEVEL	PASSED YEAR	PERCENTAGE	BOARD/UNIVERSITY
SLC	2007	85.13	HMG Board, Nepal
12	2009	74.60	HSEB, Nepal
B.Com A& F	2017	62.08	IGNOU, India

Article-ship

- March 2012 – December 2012 M/s R.K.SOOD & CO.
- January 2013 – March 2015. M/s NKS CHAUHAN & ASSOCIATES.

Work Experience

- March 2016 – February 2017 M/s Pyakurel and Associates, Nepal (Senior Audit Manager)
- August 2017 - December 2018. M/s Shikhar Organisation Limited, Nepal (Assistant Chief Manager)

Work Exposure

Organisation(s):	<ul style="list-style-type: none"> • Shikhar Organisation Limited, Maharajgunj, Nepal
Responsibilities:	<ul style="list-style-type: none"> • Supervises all branches and employees assigned to the branches • Reports all disciplinary problems to the corporate office and Chief Manager. • Runs operations in accordance with all policies and procedures.

	<ul style="list-style-type: none"> • Coordinate daily customer service operations (for e.g. sales processes, orders and payments) • Assisting Chief Manager in developing and implementing the company's strategic plan. • Developing and implementing budget, preparing financial reports, motivating sales staff. • Develop trends and projections for the company's finances • Track the progress of weekly, monthly, quarterly and annual objectives through MIS Reporting. • Evaluate employee performance and identify hiring and training needs. • Communicate with clients and evaluate their needs. • Conduct regular audits of branches and HO to ensure compliance with policies and procedures.
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Assignment Handled

Statutory and Tax Audit

Client(s):	<ul style="list-style-type: none"> • Haryana Polychem Limited • Super Ford Insecticides Limited • American Red Cross Society • Poorest Area Civil Society (PACS) • Overdose Films Private Limited. • Quality Feed and Cold Storage, Balaju
Responsibilities:	<p>Statutory Audit</p> <ul style="list-style-type: none"> • Cash/Bank/Journal vouching. • Bank/TDS/Sales & other reconciliations. • Valuation & Physical verification of Fixed Assets. • Ageing analysis for debtors & creditors. • Scrutinise the general & party's ledgers. • Stock valuation. • Ensuring compliances with accounting standards. • Finalization of balance sheets. <p>Tax Audit</p> <ul style="list-style-type: none"> • Filling form 3CD and preparing detailed tax audit schedules.

Bank Audit

Client(s):	<ul style="list-style-type: none"> • Dena Bank, Branch audit at Gujarat • Central Bank of India, Branch audit at Delhi • State Bank of India, Branch audit at Delhi • Society Development Bank, Internal Audit at Nepalgunj
Responsibilities:	<ul style="list-style-type: none"> • Scrutiny of advances and deposits. • Analysis of items appearing in the financial statements. • Cash/Stock verification. • Check/verify other returns and statements. ▪ Review of the policies & procedures followed by the departments. ▪ Ensure proper deduction and accounting of TDS. ▪ Compliance with the guidelines of Nepal Rastra Bank. • Preparing the internal audit report.

Resource Management Audit

Client(s):	<ul style="list-style-type: none"> ▪ ICCO Cooperation, Kathmandu Nepal. ▪ United Mission To Nepal (UMN).
Responsibilities:	<ul style="list-style-type: none"> ▪ Review of the policies & procedures followed by the departments and making recommendation for improvement. ▪ Review of compliance with agreement terms and applicable laws and regulations. ▪ Examined the various resources including financial resource as per the terms of reference. ▪ Examined whether the expenditures are classified in accordance with the budget and depth analysis of variance, if any. ▪ Verified and confirmed that all commitments are genuine, with the relevant agreements disclosed within the financial records. ▪ Cash verification and bank reconciliations. ▪ Scrutiny of expenses & revenues. ▪ Ensure proper deduction and accounting of TDS. ▪ Stock verification and valuation. ▪ Review the compliance of agreement terms with vendors. ▪ Ensure proper authorization of vouchers. ▪ Accounting and physical verification of fixed assets. ▪ Preparing the Final Audit report.

Other Assignments

- Managing income tax, TDS and VAT returns for corporate & individuals.
- Preparing and filing of different forms prescribed under Companies Act, 1956 and Companies Act-2012 with the ROC.
- Preparation of Export Certificates and Foreign Remittance Certificates.

Computer Skills

- Proficient in MS Office applications like Word, Excel and PowerPoint.
- Well versed with accounting software's like Genius, Spectrum and Tally.

Personal Profile

- Date of Birth: 9th August 1991.
- Father : Retired Government Officer and Consultant.
- Mother : House Wife.
- Languages Known: English, Hindi and Nepali.
- Nationality: Nepal

(Aditya Chapagain)