

## CAREER OBJECTIVE

Learning alongside positive thinking; any professional task I take methodological approach to result into some value addition at personal, team and organisation as well as client engagement sides so that at every point of time I could deliver more than the expected.

## PROFESSIONAL/ACADEMIC QUALIFICATION

- Chartered Accountancy from the Institute of Chartered Accountants of India, in 2015
- B Com. From Delhi University, School of Open Learning in 2011
- + 2 from HSEB in 2004 (Science)
- SLC from Nepal Board in 2002

## KEY QUALIFICATIONS/STRENGTH

- Thirty nine Months of working experience as a Finance Manager in a renowned airlines Company in Nepal which is operating single fleet of aircrafts, presently
- One and half years of working experience as an audit manager in Chartered Accountancy firm in Nepal
- Three and half years of working experience as an Articleship Trainee (Audit Trainee) in New Delhi, India
- Experienced in Auditing, Accounting, Financial and Cost Management, Tax and Statutory Compliance services
- Working knowledge of MS-Office Packages and Dos based as well as Oracle based ERP Packages such as Tally ERP; SAP; Tata Ex.; PeopleSoft etc.

## EMPLOYMENT HISTORY

September 2016 to Present	Finance Manager (Department Head)	Simrik Airlines Pvt. Ltd.
January 2016 to August 2016	Finance Manager	Simrik Airlines Pvt. Ltd.
January 2015 to December 2015	Audit Manager	SHA & Associates, Chartered Accountants
July 2014 to December 2014	Audit Manager	T. Shapkota & Associates, Chartered Accountants
September 2007 to March 2011	Articleship Trainee/ Audit Trainee	In a Chartered Accountant firm in New Delhi, India

### A) Currently Working in Simrik Airlines Pvt. Ltd.

Simrik Airlines Pvt. Ltd. one of the leading airlines Company was established in 2013 after the takeover of Guna Airlines Pvt. Ltd. Currently the Company runs two Beechcraft 1900 C. The Company serves for various destinations within the country and being eligible for international operation, the Company is also planning to expand its fleet towards international destinations.

### Major Job Performed

Being finance manager – Department Head, the overall supervision and control was vested to me. The position was directly accountable to the Managing Director and the BODs'. Major job performed are as follows:

- Business Planning; Fund Management; Budgeting/forecasting Analysis and Review
- Tax Planning and Regulatory Compliances and Co-ordination

- Assessment of business plan – risk and reward analysis
- Manpower planning and assessment, formulation of employee hand book, financial manual
- Integrity of Corporate Accounting System, design and control of Internal Control and MIS
- Supervision in procurement procedure for aircraft spares and inventories including intangibles relating to cost analysis, computation of capitalised value, payment procedure (through TT and L/c) etc.
- Preparation of Management Report and Analysis on monthly, quarterly and annual basis.
- Preparation of Annual Financial Statement and co-ordination with the external auditors for preparing annual audit report after external audit
- Managing relationship with investors, bankers, leasing companies, insurance companies and with external auditors

**B) Work experience in professional capacity in Nepal**

**Worked in the capacity of senior member of audit team on accomplishing various audit assignments and preparation of annual financial statements in Nepal (on job assignment basis and also as a semi qualified chartered accountant in an audit firm)**

Some of the areas of work responsibilities involved are as follows:

- Preparation of annual financial statements (Balance Sheet, Profit and Loss Accounts and Cash Flow Statements)
- Preparation and filing of estimated income tax return (advance tax) and annual tax returns (form D 01 and D 03)
- Matters relating to Registrar of Companies (initial filing of documents on commencement of companies as well as annual filing)
- Matters relating to VAT (monthly filing of returns as well as reconciliations)
- Matters relating to TDS (e TDS and other compliances)
- Annual Statutory Audit
- Internal Audit Assignments
- Preparation of books of accounts
- Other Responsibilities
  - Preparation of feasibility studies
  - Preparation of financial projections

**Worked in a capacity of Senior Manager Accounts as a chartered accountant on Assignment Basis at MAW Readymix Concrete Pvt. Ltd. , Harisiddhi, Lalitpur for about four months (3<sup>rd</sup> Sept to 31<sup>st</sup> Dec 2015)**

Major duties and responsibilities during this tenure are as follows:

- Managing of Daily Day book, Cash Book and petty cash book with its reporting mechanism
- Reporting on daily Bank and Cash Status with its reconciliations
- Reports regarding daily production and delivery confirmations
- Reports on debtors and creditors on timely basis with its ageing
- Planning and execution of proper fund management and loan management along with periodic EMI and Interest payments
- Status of Insurance policies and reporting thereon
- Statutory Compliances
- Preparation of Financials of the company for the financial year 2071/2072
- Preparation of Monthly MIS and reporting thereon

**C) Work experience as an article assistant (three and half years)**

**Article ship/ Internship Training from 17<sup>th</sup> Sept 2008 to 16<sup>th</sup> March 2011 at New Delhi, India**

Worked in the various capacities (as a member of an audit team and also the team leader) to accomplish the delegated assignments. Some major job assignments are as follows:

1) Maintenance of books of accounts and preparation of financial statements:

Scope of work:

- Maintenance of books of accounts and preparation of financial statements as per the required rules and regulations.
- Preparation of financial analysis reports as a part of management report.

2) Advisory and Consultancy Services

Scope of Work: Provided advisory and consultancy services in the various matters relating to the Income Tax, VAT, Service Tax, Excise, Customs, Companies Act and various other applicable legislations and regulations in India to various entities

3) Statutory Audit Assignments

Scope of work:

Statutory Audit for various entities including Individuals, Partnership Firms, Companies of various sectors such as hotel, trading companies, service sectors (travel agent, e learning, BPO, software development, engineering projects etc.), manufacturing companies

4) Internal Audit Assignments

Scope of Work: Performed annual internal audit as well as quarterly internal audit of companies of various sectors such as

- manufacturing companies (allopathic drugs, veterinary drugs, cattle feeds, railway repairing machines),
- trading companies (engineering suppliers),
- service sectors (e learning, BPO, software development, human resource management etc.),
- construction and consultant companies (civil as well as specialised construction for energy industries etc.)

5) Other Assignments

- Audit of CFA agents of manufacturing companies
- ROC Compliances (returns and filings)
- Sales Tax and VAT returns preparation and filings
- Service Tax return preparation and filing
- TDS related compliances (return and filings)
- Preparation of projected financial statements
- Preparation of ratio analysis reports
- Preparation of budget vs. actual comparison report
- Preparation of Fixed Asset Register
- Annual Stock taking assignments of companies
- Physical Verification of Assets of Companies

#### **PROFESSIONAL ACHIEVEMENTS/TRAININGS**

- Contributed as Member of professional group in the queries relating to various income tax issues.
- Presentation given to the group of 40 students in the programme organised by the Institute of Chartered Accountants of India.
- "Information Technology Training" Course by Institute of Chartered Accountant of India.
- "General Management & Communication Skills" Program from Noida Branch of the Institute of Chartered Accountants of India

#### **MEMBERSHIP**

- The Institute of Chartered Accountants of India
- Association of Chartered Accountants of Nepal

#### **PERSONAL DETAILS**

##### **A) DATE OF BIRTH**

- 2042/04/15 BS (1985/07/30 AD)

##### **B) COMMUNICATION SKILLS**

- Can read, write and speak: English/Nepali
- Can read and speak: Hindi

##### **C) COMPUTER LITERACY**

- Working experience of Tally 7.2, 9 ERP; SAP; Tata Ex.; PeopleSoft oracle based accounting package and other DOS based accounting packages
- Working experience of MS- Office (MS-Excel, MS-Word, MS- PowerPoint etc.)

##### **D) HOBBIES**

- Surfing through internet and reading business and economy related articles whenever possible
- Reading Novels
- Watching movies
- Watching TV (sports, news and adventures relates programmes)

##### **E) MARITAL STATUS**

- Married

#### **REFERENCE**

- 1) CA Sudhir Kr. Sharma, Mob +977 9851107576

#### **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

CA Binayak Pokhrel