

# MANJIL PRADHAN

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## Professional Summary

Flexible professional who adapts seamlessly to constantly evolving accounting and financing processes and technology. Adapt at budget forecasting, financial reporting, and corporate tax planning and developing comprehensive reports to assist management.

## Highlights

- |                               |                        |
|-------------------------------|------------------------|
| -Budget Forecasting           | -Reporting Proficiency |
| -Financial Statement Analysis | -Analytical            |
| -Team Leadership              | -Organized             |
| -General Ledger Accounting    | -Detail Oriented       |

## Experience

### Associate Finance Manager

Period: Currently working since **March 2016 (3.1 years)**  
Braindigit IT Solution Pvt. Ltd.

- Preparing Financial Statement for Braindigit and its Subsidiaries
  - Techtonne Solution Pvt. Ltd.
  - Ramailo Mela Pvt. Ltd.
  - Y Media Pvt. Ltd.
  - Brainnovation Technologies Pte Ltd- Singapore
  - Contentder Pty Ltd- Australia
  - Pepal Pty Ltd- Australia
  - Lociplace Pty Ltd- Australia
  - Developers Community Nepal Pvt. Ltd
  - Neema Education Foundation Pvt. Ltd.
- Preparing an annual budget and scheduling expenditures
- Preparing Projected Financial Statement
- Dealing with Banks and Financial Institution for Loan Processing
- Consolidation and evaluation of financial data
- Identifying accounts that are likely to become a bad debt
- Analysing variances and initiating corrective actions.
- Monitoring revenue and expenses
- Transfer of funds to foreign company and preparing all required documents for it
- Dealing with clients including government officials for the recovery of dues.
- Establishing chart of accounts
- Preparing Bank Reconciliation Statements
- Taking care of TDS, VAT, PF, CIT, loan etc. of the employee and preparing invoices and memos
- Book keeping and updating records on daily and weekly basis including ledgers
- Monitoring cash to avoid unnecessary expenses
- Handling accounting operations, including A/R, A/P, financial statements and analysing reports for company's operations

**Accounts Officer**

PerCo Distribution India Pvt. Ltd.

Mahipalpur, New-Delhi

Period: **March, 2013 to July, 2014 (1.5 years)**

**Key responsibilities handled**

- Identifying accounts that are likely to become a bad debt
- Meet accounting financial objectives by forecasting requirements
- Preparing an annual budget and scheduling expenditures
- Analysing variances and initiating corrective actions.
- Preparing Projected Financial Statement for the Loan from Banks.
- Preparing Financial Statement.
- Monitoring revenue and expenses
- Consolidation and evaluation of financial data
- Establishing chart of accounts
- Preparing Bank Reconciliation Statements and monthly MIS reports
- Taking care of TDS, VAT, PF, CIT, loan etc. of the employee and preparing invoices and memos
- Book keeping and updating records on daily and weekly basis including ledgers
- Maintaining petty cash
- Monitoring cash to avoid unnecessary expenses
- Handling accounting operations, including A/R, A/P, financial statements and analysing reports for company's operations

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**Audit Assistant**

**Kumar Mittal & Co.**

Period: 1/08/2007 to 23/02/2009

**Vishal Malhotra & Co.**

Panipat, Haryana

Period: 24/02/2009 to 31/01/2011

**Key responsibilities handled****Audit & Assurance:**

- Examination and verification of books of accounts of clients.
- Audit preparation and closing reports.
- Reviewed all tax returns prepared by clients.
- Application of statutory provisions, compliances with of Accounting Standards and other pronouncements of the Institute, etc.
- Preparing and reviewing fund flow and cash flow statements.
- Scrutinizing financial statements.
- Drafting audit report
- Major Clients handled include

**Statutory Audit**

: Institute of Applied Manpower and Research (IAMR), Narela, Haryana.  
: Council for Advancement of People's Action and Rural Technology (CAPART), Lodi Road, Delhi.

**Internal Audit**

: Digital Radio (Delhi) Broadcasting Ltd. (Red Fm), Noida, UP -201301.  
: Meow Fm (now Oye Fm), Living Media India Ltd., Jhandewalan, New Delhi.  
: VRL (Vijayanand Roadlines Limited) Logistics Ltd., Hubli, Karnataka.  
: Mail Today, Living Media India Ltd., New Delhi.

**Audit Bureau of Circulation**

: Times of India, Daryaganj, Delhi.  
: Hindustan Times, Connaught Place, Delhi.  
: Deccan Chronicle, Hyderabad, Andhra Pradesh.

## Stock Verification

: Anandabazar Patrika, Kolkata, West Bengal.  
: Business Standard, ITO, New Delhi.  
: Hari Bhoomi, Raipur, Chhattisgarh.  
: Daily Hindi Milap, Hyderabad, Andhra Pradesh.  
: The Munsif Daily, Hyderabad, Andhra Pradesh.  
: Media Mart

## Professional Qualification

QUALIFICATION	PASSED YEAR	BOARD
CA FINAL	Pursuing	ICAI, India
CA PCC	May-2011	ICAI, India
CA CPT	May-2007	ICAI, India

## Academic Qualification

QUALIFICATION	PASSED YEAR	BOARD/UNIVERSITY
MBA	Pursuing	Himalayan College of Mgmt.
BBS	2006	Tribhuvan University, Nepal
10+2	2003	HSEB, Nepal
10 <sup>th</sup> (SLC)	2001	HMG Board, Nepal

## IT Skills

- Computerised Accounting Training [TATA-EX NEXT GENERATION + TALLY].
- Have a command over MS excel, MS word and Internet, Applications
- Completed 100 Hours Information Technology Training organized by ICAI

## Communication Skills

- Good command over English, Nepali and Hindi
- Basic Professional Skills Development Training Programme

## Personal Details

Date of Birth	:	29 <sup>th</sup> October, 1985
Father's Name	:	Mr. Mukti Lal Pradhan
Marital Status	:	Married
Nationality	:	Nepalese
Hobbies	:	Travelling, Trekking, Music, Movies

## References

Mr. Nitesh Gorkhali  
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