

## **CURRICULUM VITAE**

### **DEPENDRA MAHATO**

E-mail : cdependra84@gmail.com

Mob : +977-9844018233

Janakpurdham - 20

**financejobnepal.com**  
Simplifying Accounts & Finance Recruitment Process...

#### **Objective**

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

#### **Core Competencies**

- ❖ Financial /Cost Accounting
- ❖ Financial Management
- ❖ Compliance Services (Income Tax, Vat, CRO Filings)

#### **Work Experience**

**Company Name :** RKR & Associates Chartered Accountants, Janakpurdham, Nepal  
**Position Held :** Asst. Manager  
**Duration :** April 2018 to February 2019

**Company Name :** SAHAYOGI DEVELOPMENT BANK LTD, Janakpurdham, Nepal  
**Position Held :** Senior Manager  
**Duration :** March 2017 to March 2018

#### **Responsibilities**

- ❖ Ensured compliance of regulations, Controls and Procedures in the Organization.
- ❖ Strategized and conducted on- site Internal Audits.
- ❖ Drafted Audit reports based on audit performed and submit it to audit committee, Board of Directors & management in the stipulated time as pre mentioned by the audit committee.
- ❖ Arranged meeting of Audit Committee for discussion on the findings in Audit Report and drafted audit committee report on audit report to present in the board of directors Meeting.
- ❖ Managed follow - up on audit report results and implemented necessary resolutions.
- ❖ Worked closely with External Auditors and Supervision team of Nepal Rastra Bank.
- ❖ Prepared Nepal Rastra Bank weekly, monthly, quarterly, semi annually & annually Reports and other reports as required by law in force and submitted within the prescribed times.
- ❖ Monitored and reviewed accounting and related system reports for accuracy and completeness.
- ❖ Prepared annual financial statement and also the feasibility report for the proposed branch that was to be opened.
- ❖ Prepared Annual Budget of organization to get approved from board of director and reviewed the same time to time.
- ❖ Preparation of reports in respect of aging of outstanding amount and NPA accounts.
- ❖ Worked on financial ratio analysis on organization data like CD ratio, CRR, SLR, COF, Spread Rate etc and reported to the management on day to day basis.
- ❖ Worked as Co-ordinator of Recruitment Committee of the organization.
- ❖ Performed the work of Company Secretary and in that capacity arranged board meeting, prepared agenda and minute of the organization.

- ❖ Successfully completed special task on cheque fraud investigation and submitted report on the same to management.
- ❖ Handled overall work of the organization in the absence of CEO.

**Company Name :** BHARGAV DEVELOPMENT BANK LTD, Nepalgunj, Nepal  
**Position Held :** Officer  
**Duration :** November 2014 to March 2017

**Responsibilities**

- ❖ Ensured compliance of regulations, Controls and Procedures in the Organization.
- ❖ Strategized and conducted on- site Internal Audits.
- ❖ Draft Audit report based on audit performed and submit it to audit committee, Board of Directors & management in the stipulated time as pre mentioned by the audit committee.
- ❖ Arranged meeting of Audit Committee for discussion on the findings in Audit Report and drafted audit committee report on audit report to present in the board of directors Meeting.
- ❖ Managed follow - up on audit report results and implemented necessary resolutions.
- ❖ Worked closely with External Auditors and Supervision team of Nepal Rastra Bank.
- ❖ Prepared Nepal Rastra Bank weekly, monthly, quarterly, semi annually & annually Reports and other reports as required by law in force and submitted within the prescribed times.
- ❖ Monitored and reviewed accounting and related system reports for accuracy and completeness.
- ❖ Prepared annual financial statement and also the feasibility report for the proposed branch that was to be opened.
- ❖ Prepared Annual Budget of organization to get approved from board of director and reviewed the same time to time.
- ❖ Preparation of reports in respect of aging of outstanding amount and NPA accounts.
- ❖ Worked on financial ratio analysis on organization data like CD ratio, CRR, SLR, COF, Spread Rate etc and reported to the management on day to day basis.

**Company Name :** SHEO HARI & CO.CHARTERED ACCOUNTANTS FIRM, Kathmandu  
**Position Held :** Senior Associate  
**Duration :** August 2012 to October 2014

**Responsibilities**

- ❖ Verification of statutory books of accounts and reconciliation of financial statements in compliance with the statutory requirements.
- ❖ Evaluation/ verification of overall Financial Statements prepared by the management in accordance to the applicable Accounting and Auditing Standards.
- ❖ Preparing Audit Programme in consultation with seniors and related work schedules thereby leading, managing, supervising and motivating a team of 2-3 members towards maximum efficiency.
- ❖ Responsible for verifying records & Internal Control of various departments of client business.
- ❖ Responsible for preparation of Audit-Report within the stipulated time schedule and provide recommendation on all findings after discussion with the management.
- ❖ Ability to identify operational audit issue and make strategic recommendations on internal control and business process to the management which will add value to the business.
- ❖ Finalization of accounts & preparation of financial statements of the company i.e. Balance sheets & Profit & Loss account.

**List of major clients**

Name of Company	Industry	Nature of Work
Nepal Telecommunication Authority	Telecommunication	Internal Audit & Tax Audit
Pashupati Area Development Trust	Trust	Internal Audit
Trishuli Gas Pvt. Ltd	Manufacturing	Internal Audit & Tax Audit
D Ideal Builders	Real Estate	Finalization of accounts
Yarn Traders & Shrestha Organization	Trading	Finalization of accounts

**Company Name :** PKT & ASSOCIATES, CHARTERED ACCOUNTANTS FIRM, New Delhi  
**Position Held :** Audit/Accounts Assistant  
**Duration :** April 2008 to April 2011(Internship Training)

**Responsibilities**

- ❖ Maintaining the books of accounts up to finalization.
- ❖ Receipt, issue and inventory control of material.
- ❖ Bank deposits, Payments and reconciliation.
- ❖ Preparation of Month end reports, Year end reports.
- ❖ Evaluate monthly profit and loss account.
- ❖ Checking vouchers with supporting documents.
- ❖ Checking all the tax related documents.
- ❖ Correcting the ledger accounts.
- ❖ Preparation of Vouching Notes.
- ❖ Preparation of individual salary statements on monthly basis.
- ❖ Preparation of Depreciation statements.

**Professional/Educational Qualifications**

Course	University/Board	Passed Year
Chartered Accountant	The Institute of Chartered Accountants of India	2012
Bachelor of Business Studies (BBS)	Tribhuvan University	2005
10+ 2 (12 <sup>th</sup> Standard) (Commerce)	Board of Higher Secondary Examination	2002
SLC	Govt. of Nepal Education Board	2000

**Trainings Obtained**

Training/ Seminar	Conducted by	Duration	Status
Information Technology	The Institute of Chartered Accountants of India.	250 Hours	Completed
GMCS	The Institute of Chartered Accountants of India.	15 Days	Completed
Anti Money Laundry	Nepal Rastra Bank	1 Day	Completed

**Computer skills**

Microsoft office, Tally, Busy, Banking Software Pumori, Customized Account Management software

#### Personal traits

Ability to learn things fast  
Takes responsibility & accomplish in time  
Self confident with positive mind set  
Ability to Work under Pressure

#### Languages Known

English, Hindi, Nepali, Maithali

#### Personal Information

Contact No	:	9844018233
Sex	:	Male
Date of Birth	:	10 <sup>th</sup> January 1984
Nationality	:	Nepalese
Religion & Community	:	Hindu
Marital status	:	Married
Passport No	:	11122805

#### DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Janakpurdham, Nepal

**Dependra Mahato**