

CURRICULUM VITAE

Prem Bahadur Singh

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Carrier Objective:

To use my skills, knowledge and experience in the best possible way for achieving the company's goals.

WORK EXPERIENCE

i. Nepal Telecom, Kathmandu

Period: 15 January 2013 to till date

Position: Chartered Accountant

Department: International Service Directorate

The areas of exposure include:

- More than 3 years experience in the Internal Audit Department of Nepal Telecom.
- Planning and Budgeting of Projects, various offices.
- Review of project progress, financial progress and analysis of deviation.
- Review of compliance with internal and external regulation, TDS and VAT.
- Planning of international business.
- Dealing with international parties for interconnection, roaming, bandwidth and other international transactions.
- Issuing and receiving invoice related to international business and verifying the rate with the contract.
- Verifying the data with Call Detail Record (CDR).
- Revenue analysis.
- Dispute settlement.
- Co-ordinate to parties for timely settlement.
- Enterprises Resource Planning (ERP), International Financial Reporting Standards (IFRS), Value Added Tax (VAT) and Income Tax.
- Internal audit, Project audit and Performance audit of projects, offices.
- Coordination with regulatory authority.
- Financial reporting.
- Contract preparation and management.
- Preparation of specification of various services, products etc.
- Review of compliance with public procurement regulation.
- Budget preparation.
- Annual Report preparation.

Article ship Training Details: (March 2009- 14 January 2013)

Worked with NK Sharma & Co. Chartered Accountants, Kathmandu as an Articled Trainee as per the requirements of The Institute of Chartered Accountants of Nepal and handled various types of Audit assignments like:

Assignment: Internal Audit, Statutory Audit, Financial Audit, Performance Audit, Financial Capacity Assessment, project Audit etc.

Internal Audits: The areas of exposure included:

- More than 4 years experience in various internal audit, statutory audit, financial review, project audit of various banks, companies, NGOs, INGOs etc.
- Audit Planning – Understanding of organization's activities and environment through document review and interaction, allocation of personnel to different teams, preparing schedules, preparing detailed audit procedures to be performed
- Audit Performance – Visit to various branches, interaction/interview of organization's staffs, System evaluation and substantive testing of transactions based on defined framework (legal provisions, contractual obligations and best practices).
- Reporting & Documentation – Preparing reports with recommendation for improvement, confirmation of observation with management, maintaining audit evidence obtained during the audit performance.
- Study of existing internal controls within an organization, identification of lags and possible loopholes in the system and suggesting an appropriate action for the removal.
- Implementation of physical controls on Assets of the organization.
- Analysis of financial records using various costing tools like contribution margin approach, absorption costing and activity based costing.
- Review of compliance with Nepal Rastra Bank's (Central Bank) Directive, Nepal Accounting Standards (NAS) and other applicable laws.

Statutory Audits: The areas of exposure included:

- Audit Planning – Understanding of organization's activities and environment through document review and interaction, allocation of personnel to different teams, preparing schedules, preparing detailed audit procedures to be performed
- Audit Performance – Visit to various branches, interaction/interview of organization's staffs, System evaluation and substantive testing of transactions based on defined framework (legal provisions, contractual obligations and best practices).
- Reporting & Documentation – Preparing reports with recommendation for improvement, confirmation of observation with management, maintaining audit evidence obtained during the audit performance.
- Finalization of books of accounts.
- Finalization of Management Letter, Audit Reports and Financial Statements.

Banking Sector: The other exposure included:

- Preparation of IFRS based financial statement.
- Review of Compliance with Nepal Rastra Bank (Central Bank) Directive, Companies Act, Bank and Financial Institutions Act, Nepal Rastra Bank (Central Bank) Act, Nepal Accounting Standards (NAS) and other applicable laws to Bank and Financial Institutions, Companies.

- Review of Investment portfolio of various Banks and Financial Institutions as per Nepal Rastra Bank Directive and other applicable laws.
- Internal and statutory audit of various commercial banks and development banks.
- Implementation of physical controls on Assets of the organization.
- Analysis of financial records using various costing tools like contribution margin approach, absorption costing and activity based costing.
- Review of IT System (PUMORI Software etc) of Bank and Financial Institutions.
- Knowledge of international practices of Banking, Financial and corporate Sector.
- Ability for solving problems in consultation with others on the team. Further, I have good interpersonal, communication and managerial skills.

INGOs/NGOs Sector: The areas of exposure included:

- Audit Planning – Understanding of project's activities and environment through document review and interaction, allocation of personnel to different teams, preparing schedules, preparing detailed audit procedures to be performed
- Audit Performance – Visit to various projects, interaction/interview of project's staffs, System evaluation and substantive testing of transactions based on defined framework (legal provisions, contractual obligations and best practices).
- Reporting & Documentation – Preparing reports with recommendation for improvement, confirmation of observation with management, maintaining audit evidence obtained during the audit performance.
- Financial Audit of project funded by UNDP, UNICEF, World Education, Save the Children, Population Services International (PSI).
- Assessment of Financial Management Capacity of NGOs to implement the projects.
- Finalization of Management letters, audit reports and financial statements of projects, NGOs etc.
- Study of existing internal controls within an organization, identification of lags and possible loopholes in the system and suggesting an appropriate action for the removal.
- Conducting meeting with donors, project staff, executive members of NGOs.
- Financial review of School Sector Re-Improvement Project (SSRP) funded by World Bank and implemented by District Education Department, Nepal.

Training:

- Training on "Risk Based approaches on Internal Auditing" organized by Auditing Standard Board, Kathmandu, Nepal.
- Training on "Internal Financial Reporting Standard (IFRS)" organized by Accounting Standard Board, Nepal.
- Training on "Audit Quality Assurance: How to make it work for you".
- Completed various other training which facilitates to perform auditing and accounting conducted by NK Sharma & Co, Kathmandu, Nepal.
- General Management & Communication Skills (GMCS) Training organized by Institute of Chartered Accountants of Nepal (ICAN), Kathmandu, Nepal.
- Various training and conference organized by ICAN.

Personal Information:

Corresponding Address : VDC Phulika-6, Kapilvatsu, Nepal
 Current Address : Bansathali, Kathmandu, Nepal
 Date of Birth : 29th March 1985
 Nationality : Nepali
 Marital Status : Married
 Languages Known : English, Nepali, Hindi and Awadhi
 Key Strengths : Team-work, keen learner, dedicated, and hard working.

Educational Qualification

| Qualification | Board | Area of Specialization | Percentage | Year Completed |
|------------------------------------|---|------------------------------------|----------------------|----------------|
| Chartered Accountancy (CA) | Institute of Chartered Accountants of Nepal | NA | 2 nd Rank | 2011 |
| Bachelor of Business Studies (BBS) | Trivuwun University | Accountancy and Taxation | 59.07 | 2006 |
| Intermediate in Science (I. Sc) | Trivuwun University | Physics, Chemistry and Mathematics | 55.52 | 2003 |
| School Leaving Certificate (SLC) | Nepal Board | Science, Mathematics and English | 72.88 | 2001 |

Computer Proficiency:

Completed one year Computer Course (MS-Word, MS Excel, MS-Power Point, Page Maker, MS-DOS, Email/Internet etc).

Achievements:

- Secured 2nd Postion in Chartered Accountancy final level.
- Handled various audit assignments independently.
- Winner of various competitions at school level.

Extra-Curricular Activities:

- Participation in Quiz Context, debate competition, speeches and easy competition at School Level.
- Worked as a volunteer in social organizations.

Languages Known:

- English
- Nepali
- Hindi
- Awadhi

References:

- Mr. Nanda Kishore Sharma, Principal, NK Sharma & Co, Mobile 9851034277, Email: nksco@ntc.net.np
- Mr. Pradeep Raj Updhyay, Chief Commercial Officer, Nepal Telecom, Central Office, Kathmandu, Nepal. Email: pr.updhyay@ntc.net.np, Mobile No. 9851091841.
- Mr. Surya Bhakta Pokharel, Chief Financial Officer, Nepal Telecom, Central Office, Kathmandu, Nepal. Email: surya.pokharel@ntc.net.np, Mobile No. 9851091922.