

Mr. KSHITIJ SHARMA
Patasimath, Godawari-9, Lalitpur
Cell: 9841417482
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EXECUTIVE SUMMARY

Passionate in the belief that knowledge and ideas acquired during studying and practicing Chartered Accountancy is essential to the growth and success of an organization that wishes to scale and achieve higher level of profitability optimizing the available resources. Proven track record of effectively and efficiently preparing financial statements as per regulatory requirements. Determined to improve efficiency and profitability of the organization based on experience of 7+ years.

EMPLOYMENT HISTORY

Audit Manager (August 2016 onwards)	J. B. Rajbhandary & DiBins, Chartered Accountants <ul style="list-style-type: none">• Direction, supervision and management of audit team members• Review the work done by audit assistants• Prepare audit plan and programmes• Coordinate with the concerned institution for finalization of annual accounts• Prepare audit proposals
Senior Audit Officer (2014 – 2016)	J. B. Rajbhandary & DiBins, Chartered Accountants <ul style="list-style-type: none">• Team leader for execution of audit assignments• Review of the work done by team members• Assist in preparing audit plan and programmes• Assist organizations in preparation of periodic reports and annual financial statements
Article Trainee (2011 – 2014)	J. B. Rajbhandary & DiBins, Chartered Accountants <ul style="list-style-type: none">• Team member for execution of audit assignments

EDUCATION

The Institute of the Chartered Accountants of Nepal (ICAN)
Chartered Accountancy, June 2016

SPECIAL SKILLS

Managerial skills

- Planning, organizing, coordinating, deciding, controlling

Technical skills

- Financial Reporting based on Nepal Financial Reporting Standards/International Financial Reporting Standards
- Financial planning and management
- Develop annual financial plans as per approved work plan and targets
- Analyze and develop internal control system
- Costing and cost analysis
- Tax planning

Communication skills

- Knowledge on office communication, reports, proposals

Computer Skills

- Microsoft Office
- Basic knowledge related to Tally, FAMAS, etc.

ADDITIONAL QUALIFICATIONS

- Diploma in International Financial Reporting Standard (Dip. IFR), Completed on December 2016
- Diploma in Information System Audit, Ongoing, will be completed in June 2018

LANGUAGE PROFICIENCY

- Nepali – Good
- English – Good

REFERENCES

- Mr. Jitendra Bahadur Rajbhandary
Senior Partner
J. B. Rajbhandary & DiBins
Chartered Accountants
Email: jitendrarb@mos.com.np
Phone: 01-4247177
- Mr. Prabin D. Joshi
Partner
J. B. Rajbhandary & DiBins
Chartered Accountants
Email: pdjoshi@mos.com.np
Phone: 01-4247177
- Mr. Nava Raj Thapaliya
Associate
J. B. Rajbhandary & DiBins
Chartered Accountants
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Phone: 01-4247177

I, Kshitij Sharma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

April 28, 2018