

Mandeep Bashistha

Contact : 977-9823135070, Email- triumphme@outlook.com

Address: Thankot, Kathmandu

CAREER OBJECTIVE

To seek a professional career with an established organization in the realm of Financial Planning and monitoring and utilizing professional knowledge and skills for tasks and looking for a long-term association where individual skills, hard work are recognized and conducive work culture is provided.

SYNOPSIS

- Passed Chartered Accountancy from Institute of Chartered Accountants of Nepal, with sound knowledge of the subjects like Accounting, Finance and Taxation having five years' experience.
- Passed Bachelor Degree in Business Studies from Tribhuvan University (Major subject: Accounts)
- Previously associated with an audit firm T.R. Upadhyaya & Co., Kathmandu as an Audit Associate for 4 years.
- 3 years' experience as Assistant Manager (Finance and H R) in Sahas Saving and Credit Cooperative.
- Strong communication, interpersonal skills, Dedicated & Self-motivated, quick learner and organized individual who adapts well to the new tasks.
- Highly professional, proven leadership & time management skills.
- Accurate, precise & highly ethical in all work related assignments.
- Ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines.

PROFESSIONAL & ACADEMIC CREDENTIALS

| | | |
|---|-----------------|------------|
| • Chartered Accountancy | December 2016 | ICAN Board |
| • Bachelor's Degree in Business Studies (B.B.S) | 2013 | TU, Nepal |
| • Bachelor of Laws (LL.B.) | Recently Joined | TU, Nepal |
| • +2 | 2009 | HSEB |
| • SLC | 2007 | GON |

TRAINING AND EXPERIENCE

Employer: Path Finder Advisory Services

Position: Consultant

From: 1 August 2017 to now

Employer: T.R. Upadhyaya & Co., Chartered Accountants

Position: Audit Associate

From: 1 October 2016 to 27 July 2017

Position: Article Trainee (three years training as required by Institute of Chartered Accountants of Nepal Act 2056)

From: 1 October 2013 to 30 September 2016

Involved In:

A. ACCOUNTING, FINANCIAL REVIEW & TAX ADVISORY:

- Planet EDU Private Limited
- Verisk Nepal
- SAMA Printers
- JV Fitchener and SILT Consultancy
- Weather News Private Limited(*Subsidiary of Weather News Japan*)
- Topsun Energy Private Limited
- Happy Science Cultural Institute and Vocational Training, (NGO providing free education for the rural and backward society), Durbarmarg Kathmandu
- Korea Hydro Nuclear Power (*Chameliya Hydro electricity project*), Hattisar, Kathmandu

- Lahmeyer International Branch office , (Main Consultant for construction of Rolwaling Diversion project, Tanahun Hydropower Project, Middle Bhotekoshi Project), Jawulakhel Kathmandu.
- ZTE Nepal Company Private Limited, Sanepa, Lalitpur

Roles & Responsibilities:

- ✓ Prepare/Review and monitor the partner's financial and programmatic reporting based on the donor requirement and deadlines
- ✓ Provide details of the provisions, compliance and implications of the provisions of Income taxes, timely trainings and workshops to client staffs.
- ✓ Prepare annual /periodical financial statements, donor reports, variation analysis of budgets.
- ✓ Prepare/Review polices, contracts, grant agreements with other partners and ensure compliance.
- ✓ Consulting the clients for foreign investment and tax implications, filing income tax returns, TDS return
- ✓ Review budget allocation and co-ordinate with program to ensure timely completion of project.
- ✓ Review of BRS, monitor bank balances and ensure sound internal control system.
- ✓ Co-ordinate with the parent entity abroad for any other specific requirements.

B. DONOR AUDIT/STATUTORY AUDIT/INTERNAL AUDIT

1. DONOR AUDIT

- Water AID, Nepal Water for Health, Loshyal Kathmandu.
- Sakchyam Project –DFID Funded
- Back to Life, Budget Analysis, Dhumbarahi Kathmandu
- Cross Flow Nepal(Financial Review)
- WWF, Baluwatar Kathmandu

2. Bank & Financial Institutions (Statutory Audit):

- Agricultural Development Bank Limited, Ramshahpath, Kathmandu
- Nabil Bank Limited, Durbarbarmarg Kathmandu
- Nepal SBI Bank Limited, Hattisar Kathmandu
- Clean Energy Development Bank Limited
- Machhapuchhre Bank Limited
- Laxmi Bank Limited
- Laxmi Lagubitta Bittiya Sanstha Limited
- Siddhartha Bank Limited
- Sanima Bank Limited
- Mega Bank Limited

3 Others; (Statutory Audit)

- Rural Finance Development Cluster Program(ADB Funded)
- Unilever Nepal Limited
- Nepal Gas Industries Pvt Ltd, Balaju Kathmandu.
- Silver Heritage Private Limited
- Tiger 1 Private Limited
- Bottlers Nepal Private Limited.
- Kabeli Energy Limited, Buddhanagar Kathmandu.
- ADBL Abakash Kosh, Ramshahpath Kathmandu

4 INTERNAL AUDIT

- NLG Insurance, Lazimpat Kathmandu
- Yeti Development Bank Limited
- Soaltee Hotel Limited
- Broadlink Private Limited
- International Leasing and finance Co Limited

5 Tax Audit

- ADBL Retirement Fund, Ramshahpath Kathmandu
- Silver Heritage Private Limited
- ICRA Nepal Limited, Kathmandu
- R M Chemicals Private Limited, Hetauda
- Sanima Capital Limited Naxal, Kathmandu
- Nabil Bank Limited, Durbarbarmarg Kathmandu
- Machhapuchhre Bank Limited
- Laxmi Bank Limited
- Laxmi Lagubitta Bittiya Sanstha Limited

- Laxmi Capital Market Limited
- Siddhartha Bank Limited
- Sanima Bank Limited
- Mega Bank Limited

Roles & Responsibilities:

- ✓ Preparing Audit Plan, Program and related work schedules and leading, managing, supervising and motivating a team towards maximum efficiency.
- ✓ Responsible for verifying records & internal control of various departments like Production, HR & Payroll, Advertisement, Statutory Compliance, Credit Risk Assessment, Operational and Management control assessment, Material Procurement & Storage along with verifying of data in financial statement of clients' specific.
- ✓ Responsible for preparation of Audit-Report for the Governing authorities, Donor agencies, Management within the stipulated time schedule and provide recommendation on all findings after discussion with the management.

SPECIAL ASSIGNMENT

- Special Inspections Program (SIP) of several Nepalese Banks to assess the impact of transition to International Financial Reporting Standards (IFRS) on the financial system – **NRB & KPMG Portugal.**
 - Nepal Investment Bank Limited
 - Sunrise Bank Limited
 - NIC ASIA
 - Rastriya Banijya Bank
 - Infrastructure Development Bank
 - United Finance Limited
 - City Development Bank
 - Synergy Finance Limited
 - International Development Bank Limited
- Financial projection of Kalpana Cinema Hall, Pokhara
- Financial projection of Kamana Traders, Kathmandu
- Financial projection of Peace Land National Academy, Illam
- Financial projection of Pataleban Vineyard Winery, Badbhanjyang Kathmandu Nepal.
- Salary Survey project of GMR Upper Karnali.
- Analysis of BFI's for Investment of Surplus funds of Himel Power Company Limited.
- Opinion on taxation issues to PWC India, IDP Education India Private Limited, CD Smith, SMEC International Pty Ltd and various other International clients.
- Forensic Audit-Alternative Energy Promotion Centre
- Due Diligence Review –Rhodendron Bio-Tech Private Limited, Gham Power Private Limited

OTHER EXPERIENCE

Employer: Sahas Saving and Credit Cooperative
Position: Assistant Manager Finance and Human Resources
From: October 2009 to November 2012

Roles & Responsibilities:

- ✓ Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner.
- ✓ Provide efficient and effective office management
- ✓ Responsible for conducting year end performance reviews.
- ✓ Involvement in the recruitment and selection process of employee.
- ✓ Employment and compliance with regulatory concerns regarding employees.
- ✓ Responsible for HR administration: record keeping, attendance, leave management.
- ✓ Responsible for preparation of financial statement, coordination with statutory and internal auditors.

Tax Consultant

- Sahas Saving & Credit Cooperative (January 2014 Onwards)

- Sahas Hydro Power Company Limited(*March 2015 to December 2016*)
- Peace Land National Academy (February 2015 to November 2016)

PROFESSIONAL DEVELOPMENT

- Computer basic/accounting training (100 hours)
- Excellent knowledge of MS Word, MS Excel
- Excellent knowledge of accounting software: Tally ERP 9.0
- Working knowledge of Pumori IV, Finance Banking software.

EXTRA TIDINGS / SKILL AND SPECILATIIES

- Learning Nature, Hard-working, Dedication to work, Sincere, Punctual and Initiative
- Ability to work with team, ability to adopt changes quickly, etc.
- Knowledge of setting up Books of Accounts, Charts of Accounts of companies and preparing administrative and financial policies and procedures.
- Strong analytical, problem solving & organizational abilities
- Reliable of handling, preserving sensitive & confidential information
- Self-disciplined / Self-Motivated/ Ability to work independently
- Knowledge on preparation and consolidation of Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement and Changes in Equity), Financial Reporting, Forecast and Appraisal, Business Proposals.

PERSONAL DETAILS

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|--------------------|---------------------------|
| Father's Name: | Mr. Diwakar Bashistha |
| Mother's Name: | Mrs. Rukmini Sharma |
| Date of Birth: | 19 Janunary 1992 |
| Permanent Address: | Illam,Nepal |
| Marital Status: | Single |
| Nationality: | Nepalese |
| Languages Known: | Nepali, English and Hindi |

REFERENCE

- **Dr. Peshal Khanal**
Professor
Trivuwana University
Contact No: 977-9841436901
- **Mr. Maha Prasad Adhikari**
CEO
Investment Promotion Board
Contact No: 977- 9851036850
- **Mr. Him Pathak**
Chairman
Sahas Urja Limited
Contact No: 977-9851016674

DECLARATION

I hereby confirm that all the information and statement provided here is true and correct to the best of my knowledge and belief.

Sincerely,
Mandeep Bashistha.