

AMIT POUDEL

Atrauli, Sarlahi, Nepal

9863313839 - : amitsaarthak17@gmail.com

CARRER OBJECTIVE

Seeking an opportunity to be part of an enterprise to enhance my professional skills, together with updating myself in Corporate & Taxation Laws prevalent in the field.

KEY COMPETENCE

An outgoing & articulate person who excels in job responsibilities. Also a proactive professional able to grasp opportunities in the dynamic environment.

EXPERIENCE

HEAD OF DEPARTMENT (ACCOUNTS-SENIOR OFFICER)
MANGALAM PIPES & TANKS

6TH MAY 2018
TEKU, KATHMANDU, NEPAL

Have been part of the manufacturing unit of the company for nearly five months. Actively undertook the role as the Accounts & Finance Department Head of the manufacturing unit located at Bhairahawa.

1. FUND MANAGEMENT

- Preparing overall budget for the unit encompassing the projected expenses of all the departments based on past trend and taking into consideration the items of exceptional nature. Tracing the actual expenses against budgeted expenses and conducting variance analysis.
- Maintaining adequate Cash in Hand and preparing Fund Report on daily basis of transactions done on cash and through bank.

2. AR/AP MANAGEMENT

- Regular follow up with vendors and customers for scheduling receipts and payments.
- Accounts Reconciliation on quarterly basis to trace the differences and rectifying or adjusting the same.

3. STOCK AND PRODUCTION REPORT

- Verification of daily production report submitted by the Production Department.
- Preparation of material consumption report on the basis of pre-determined Bill of Material.
- Verification of expenses submitted by the stores department related with loading, unloading & shifting of materials and finished goods with respect to pre-determined rates.
- Reconciling stock in hand as submitted by stores department with stock displayed in books of accounts on monthly basis.
- Participating in the stock taking to be undertaken in quarterly basis.

4. DAY TO DAY OPERATIONS

- Checking of accounting entries made in the books on daily basis and rectifying any errors detected.
- Checking of stock and VAT register on weekly basis and intimating any errors detected.
- Preparing of Custom Duty Plan for upcoming import consignments.
- Following up with head office for opening of LCs for import consignments.
- Ensuring proper and adequate supporting related with purchases and expenses are kept and documentation is up to the mark.

AUDIT MANAGER

Ritesh & Associates

18TH OCT 2017 TO 14TH JAN 2017

Teku, KathMandu,Nepal

Have been part of this renowned CA firm for nearly three months. Actively participated in auditing assignments.

1. Statutory Audit of various trading concerns located in Kathmandu.

- Auditing of whole financial year transactions
- Preparation of Financial Statements
- Filing of Income Tax Returns

2. Internal Audit of Trading concern-Triveni Byapar Private Limited

- Verification of documents related to importation-LC,Prgayapan Patra,Insurance & Freight Invoices,Declaration Form,Remittance,Commercial Invoice,Packing List
- Ensuring proper costing of imported products by cross-verifying included costs with actual invoices & allowable expenses

ARTICLED TRAINEE

Singhi Chugh & Kumar

2013 to 2015

New Delhi, India

Have been part of this renowned CA Firm for two years. Actively participated in auditing, accounting & related assignments

1. Statutory Audit of Wholly Government owned Company - The New India Assurance Company Limited, New Delhi, India

- Verification of Claims Register
- Verification of Premium Register
- Bank Reconciliation
- Reconciliation of Commission & other expenses with Service Tax and Related Tax Account & Returns
- Preparation of LFAR

2. Internal & Salary Audit of a Leading manufacturer of Auto components in India- Omax Autos Ltd, Gurgaon, Haryana, India

- Reconciliation of TDS, Service Tax returns with underlying accounts
 - Examination of expenses accounting and provisioning
 - Cross checking of salary account with underlying registers & bio metric data
 - Test checking of Over time payment to employees
3. Dealer Compliance Review on behalf of Multinational medical equipment manufacturer and distributor – Boston Scientific India, Gurgaon, India
- Ensuring compliance of agreement between dealers and the company
 - Examination procedure included verification of inventory condition & quantity, test checking of tax compliance especially VAT, communication with staffs regarding quality control issues
4. Other assignments
- Preparation and filing of ITR
 - Preparation and filing of Form 3CA/CB
 - Balance Sheet Preparation
 - Book keeping

TRAINING & CERTIFICATION

- 📅 90 hours training on Accounting soft wares
- 📅 6 months training on MS-Office
- 📅 GMCS Programs of ICAI

ACADEMIC QUALIFICATION

Year	Qualification	University/Board	%
2017	Chartered Accountancy	ICAI	54
2011	Bachelor of Business Studies	Tribhuwan University	50
2007	+2 in Management	Higher Secondary Education Board	64
2005	School Leaving Certificate	Nepal Board	69

Hobbies: Reading Novels, Poetry

References: (1) Mr. Govind Regmi (HR-Head)

Mangalam Industries Pvt Ltd., Bhairahawa(9864450964)

(2) Mr. Saurabh Poudel (Finance Manager)

Mangalam Industries Pvt Ltd., Bhairahawa (9860419064)