



## Sujan Khatiwada

Address: Gokarneshwor-08, Kathmandu

Phone: 014912239, 9803590219

Email: meksujan11@gmail.com

Date of Birth: October 24, 1991

### Career Objective

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A dedicated and detail-oriented finance professional looking to sharpen his skills and excel in the field of finance, accounting, business analysis and data analysis. Previously led a full fledged finance team, gathered experience in account finalization, implementation of ERP & revenue management systems and facilitating internal and statutory audits with sound knowledge of Taxation and mercantile laws.

### Work Experience

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April, 2021 - November, 2022

#### Assistant Finance Manager

Ace Institute of Management Pvt. Ltd.

New Baneshwor, Kathmandu

Key Responsibilities:

- Payroll Administration
- Preparation of revenue & expenditure projections & financial reports
- Preparation of Financial Statements and facilitation of Audit
- Monthly TDS, VAT, estimated income tax return & annual income tax return filing
- Review, plan & process payments to parties
- Implementation of ERP and Revenue Management Systems

February, 2017 - April, 2021

#### Finance Officer

Ace International Business School Pvt. Ltd.

Sinamangal, Kathmandu

Key Responsibilities:

- Periodic bank, revenue & tax reconciliation
- Verification of all accounting system entries
- Handling Tax Issues like full assessment at Tax Office
- Dealing with stakeholders like Ministry of Education & NRB
- Analyze expenses, revenue and collection for synchronization

### Education

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December, 2015

**(Master) - Master's Degree in Business Studies 55.60%**

Shanker Dev Campus, Tribhuvan University, Nepal

December, 2012

**(Bachelor) - Bachelor's Degree in Business Studies 52.93%**

Shanker Dev Campus, Tribhuvan University, Nepal

September, 2009	<b>(Intermediate) - +2 Management 68.60%</b> Universal College, Higher Secondary Education Board
July, 2007	<b>(School Leaving Certificate (10th)) - SLC 85.63%</b> Vidya Byayam English Ma Vi, Nepal Education Board

## Training/Certificates

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February, 2016 (60 Days)	<b>Information Technology Training</b> Institute Of Chartered Accountants of Nepal
December, 2015 (6 Months)	<b>Preaccelerator Training</b> Microsoft Innovation Center Nepal
August, 2013 (3 Years)	<b>Chartered Accountancy-CAP II Group I</b> Institute Of Chartered Accountants of Nepal

## Language

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### Nepali (Avg: 4.5)

Reading - 5, Speaking - 4, Writing - 4, Listening - 5

### English (Avg: 4.5)

Reading - 5, Speaking - 4, Writing - 4, Listening - 5

## References

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### Anjali Acharya

Chief Business Development Officer  
Ace Higher Secondary School Pvt. Ltd.  
9851125254, anjali.acharya@ahs.edu.np

### Thakur Prasad Poudel

Chief Financial Officer (CFO)  
MAW Enterprises Pvt. Ltd.  
9801905301, susil2rch@gmail.com

### Raja Ram Kadel

Partner  
AKG Associates (Chartered Accountants)  
9801060049, ca.rajaram27@gmail.com

### Sujan Karanjit

Co-Founder  
Business Pals Pvt. Ltd.  
9801089638, sujankaranjit@mail.com

## Specializations and Skills

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- MS office package (Excel, Word, PowerPoint)-Advanced
- ERPNext, TALLY & SWASTIK accounting software-Advanced
- Income Tax, VAT, Auditing Standards, Accounting standards, NRB Directives, Company Act and other mercantile laws
- Bank Reconciliation, Receivables and Payables Reconciliation
- Accounts Finalization and Audit Facilitation
- Creativity, Planning & Communication
- Leadership & Supervision

## Personal Information

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Gender: Male

Current Address: Gokarneshwor-08, Kathmandu

Permanent Address: Gokarneshwor-08, Kathmandu

Marital Status: Unmarried

Religion: Hindu

Nationality: Nepali

Two-Wheeler License: Yes

Own Two-Wheeler: Yes

## Social Media Accounts

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Facebook: <https://www.facebook.com/sujan.khatiwada.39/>

LinkedIn: <https://www.linkedin.com/in/sujan-khatiwada-4a992310b/>