

# UBARAJ GIRI

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## SUMMARY

Senior Accounting and Administration professional with **27+ years** of progressive experience in senior roles such as Chief Account & Tax Officer, Finance & Administration Head, Deputy Finance Controller, General Administration & HR Manager, and Executive Manager across semi-government, private, and international organizations. Recognized for excellence in financial control, taxation, compliance, administrative systems, and organizational leadership.

## WORK EXPERIENCE

### FINANCE AND ADMIN HEAD 2018 A.D. - 2025 A.D.

Cosmos College of Management and Technology, Sitapaila, Kathamandu

Total Duration: 7 Years

- Led overall finance and administrative operations of the institution, ensuring accuracy, transparency, and compliance.
- Prepared and reviewed financial statements, reports, and vouchers, with full responsibility for accounting and financial controls.
- Served as authorized cheque signatory, overseeing institutional payments and cash flow management.
- Conducted daily accounting and financial monitoring, budgeting, and expense control.
- Managed human resources functions, including recruitment, staff records, payroll, and performance coordination.
- Supervised procurement processes, vendor management, and asset control to support academic and administrative needs.

### GENERAL ADMIN & HUMAN RESOURCE MANAGER 2015 A.D. - 2017 A.D.

Casino Royale under GILT INVESTMENT PVT.LTD, Hotel Yak & Yeti , Kathmandu

Total Duration: 2 Years

- Led overall administrative and human resource management, ensuring effective workforce governance, policy compliance, and operational efficiency.
- Developed and implemented HR policies covering recruitment, placement, discipline management, and maintenance of personnel records.
- Represented the organization in agreements, contractual matters, and official administrative dealings.
- Managed industrial relations, including handling trade unions and maintaining constructive labor relations.

### DEPUTTY FINANCE CONTROLLER 2010 A.D. - 2015 A.D.

Casino Royale under GILT INVESTMENT PVT.LTD, Hotel Yak & Yeti , Kathmandu

Total Duration: 5 Years

- Managed cash operations, banking transactions, and accounting records, ensuring compliance with internal controls and regulatory requirements.
- Handled guest-related financial transactions, administrative payments, and expense disbursements in accordance with approved policies.
- Coordinated with international cash collection offices and agents, ensuring timely reconciliation and reporting.
- Prepared and submitted frequent financial and cash flow reports, including time-sensitive operational reporting.
- Oversaw supplier coordination and procurement-related financial management, along with other financial operations of the casino.

### ADMIN CUM ACCOUNT OFFICER 2004 A.D. - 2009 A.D.

Reyukai International, Sanepa, Lalitpur

Total Duration: 5 Years

- Managed accounting records, financial reports, and regular submission to management, ensuring accuracy and compliance.
- Controlled organizational expenses, budgeting support, and financial monitoring.
- Coordinated with Reyukai members, including administrative and financial support, and conducted Reyukai teachings and orientations for members.
- Handled staff administration, internal coordination, and personnel-related matters.
- Prepared board meeting minutes, maintained official records, and ensured systematic documentation and record keeping.

## **CHIEF EXECUTIVE MANAGER IN COOPERATIVE**

**2001 A.D.- 2003 A.D.**

**Pokhara Metropolitan City Office, Pokhara, Nepal**

**Total Duration: 2 Years**

- Oversaw overall operations of the cooperative, ensuring compliance with government regulations and organizational policies.
- Managed staff supervision, deposit collection, and loan disbursement, maintaining operational efficiency and financial control.
- Organized board meetings and provided monthly reports on accounting, deposits, and loans to support decision-making.
- Acted as the primary liaison with clients and depositors, ensuring excellent service and stakeholder engagement.

## **CHIEF ACCOUNT & TAX OFFICER**

**1993 A.D. - 2001 A.D.**

**Pokhara Metropolitan City Office, Pokhara, Nepal**

**Total Duration: 9 Years**

- Led municipal accounting and taxation management, including revenue collection, expense payments, and financial control in compliance with government regulations.
- Developed and drafted tax policies and revenue programs, presenting proposals to the Municipal Board to strengthen tax collection systems.
- Regularized municipal revenues and expenditures, ensuring accurate records and successful completion of final audits.
- Provided financial and taxation advisory support to the Mayor, Deputy Mayor, and municipal board for informed decision-making.
- Represented the Metropolitan City Office in financial meetings, seminars, and inter-agency forums, contributing to the development of efficient and transparent accounting and taxation systems.

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## **EDUCATION**

### **Master in Business Administration (MBA)**

Major in Marketing and consumer behavior & Financial management  
Prithivi Narayan campus, Tribhuwan University

### **Bachelor in Management (BCOM)**

Major in Accounting and Finance  
Prithivi Narayan campus, Tribhuwan University

### **Bachelor in Education(B.ED)**

Majoring in Population, Tribhuwan University  
Koteshwor, kathmandu

### **Certificate Level in Management**

Prithivi Narayn campus, pokhara  
Tribhuwan University

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## **TECHNICAL AND SOFT SKILLS**

- Accounting & Financial Software: MIDAS Accounting, Tally
- Office Productivity: Microsoft Word, Excel, PowerPoint, Outlook
- Other Tools: General office management and reporting systems
- Leadership & Team Management: Leading finance, admin, HR, and operational teams across semi-government, private, and international organizations
- Financial Management & Taxation: Budgeting, financial reporting, auditing, municipal tax management, and compliance
- Administration & Policy Implementation: HR policy, recruitment, staff management, procurement, organizational governance
- Communication & Stakeholder Engagement: Coordinating with boards, clients, depositors, and government officials; handling trade unions and industrial relations
- Analytical & Decision-Making Skills: Strategic planning, problem-solving, and advising senior management on financial and administrative decisions
- Training & Knowledge Sharing: Mentoring staff and members, conducting workshops and capacity-building sessions

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## **TRAININGS**

- Human Resource Management & Implementation – 10-day training, Casino Royale Management
- Municipal Accounting, Auditing & Revenue Management – Professional accounting in municipalities (7 days, UDLE/GTZ), Municipal revenue management (10 days, UDTC, Pokhara), CPE for auditing (3 days, ICAN, Kathmandu)
- Municipal Tax & Policy Workshops – Tax policies and alternative revenue collection, including octroi tax and house numbering benefits (1-3 days, UDLE/GTZ & UDTC, Pokhara)
- Tourism & Local Development – 3-day training on mountain tourism and local development, ICIMOD, Kathmandu

## PUBLICATIONS

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### "Prospective and Trend of Income & Expenditure of Municipalities in Nepal" – Gorkhapatra Daily, Kathmandu

Analyzed municipal revenue and expenditure patterns, offering insights for effective fiscal management.

### "Personnel Management in Municipalities" – Adarsha Samaj Weekly, Pokhara

Explored best practices in HR management and administrative efficiency within municipal organizations.

### "Accounting Management for a Successful Organization" – Adarsha Samaj Weekly, Pokhara

Discussed strategic accounting practices to strengthen organizational performance.

### "Cooperative Society and Responsible Authorities" – Janamat Daily, Pokhara

Examined governance, accountability, and operational responsibilities in cooperative institutions.

### "Problems of Octroi Tax and Its Alternatives" – Sagarmatha National Daily, Kathmandu

Addressed challenges in municipal tax collection and proposed alternative revenue mechanisms.

## PROFESSIONAL & COMMUNITY ACTIVITIES

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### Executive Board Member – Moonlight Saving & Credit Ltd., Kathmandu

Contributing to strategic decision-making, governance, and oversight of cooperative financial operations.

### Treasurer (Volunteer) – Reyukai 20th International

Managed financial planning, reporting, and budget oversight for the international volunteer organization.

### Treasurer – Gandaki Saving & Cooperative Ltd., Kathmandu

Oversaw financial records, cash management, and fund allocation, ensuring transparency and compliance.

### Member – Himalayan Lion Club, Pokhara

Participated in community development projects and social service initiatives, contributing to local welfare programs.