

# CURRICULAM VIATE



## CONTACT ME

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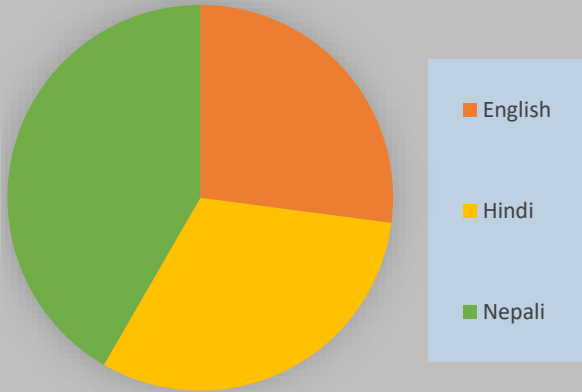
## PERSONAL DETAIL

Date of Birth : 04/06/1995  
Nationality : Nepalese  
Gender : Male  
Marital Status : Unmarried

## QID & PASSPORT DETAILS

QID No. : 29552449447  
Expiry Date : 28/05/2025  
Passport No. : 12509563  
Expiry Date : 13/11/2031

## LANGUAGE SKILLS



# BIBEK KHANAL

## GENERAL ACCOUNTANT/OFFICE ASSISTANT

### PROFILE

I am looking for a full-time position in an environment that offers a great challenge, increased benefits of my personal growth and the opportunity to input my skills to enhance the company efficiency and productivity.

### Short Details of my past experience

Dedicated and results-driven general receivable accountant as well as a cashier with a strong foundation in accounting principles and financial reporting. Processing a proven track record of maintaining accurate financial records, supporting audit process, and managing accounts payable and receivable. Eager to bring my analytical skills and attention to detail to the accounting team at **NIC ASIA Microfinance**.

### EDUCATION

From 2018-2023

Bachelor in Business Studies-Tribhuvan University, Nepal

### DUTIES & RESPONSIBILITIES

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.

### SKILLS

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.
- Hands-on experience with accounting software like FreshBooks and QuickBooks.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Experience with general ledger functions.
- Strong attention to detail and good analytical skills.
- BBS in Accounting, Finance or relevant degree.

### DECLARATION

I do hereby certify that the above information is true and correct with the best of my knowledge.

APPLICANT  
Bibek Khanal