



Curriculum Vitae

PERSONAL INFORMATION

Jalina Maskey

 Imadol, Lalitpur

 9840063305

 jalina.pradhan1@gmail.com

Date of birth :-1991/08/01

Nationality :- Nepali

Occupational field:- Accounting & Administration

Join Year

WORK EXPERIENCED

2015

Shemrock School

Tenure Period: 1 Year

Designation: Office Executive

Responsible For:

- Billing and maintain petty cash transaction,
- Dealing with visitors and Coordinate with other departments to ensure compliance with established policies.

2018

Agr Industries Pvt. Ltd.

Tenure Period: 1 Year

Designation: Assistant Manager

Responsible For:

- Emails, Billing, Transport entries.
- Provide necessary information to clients and maintain confidentiality.
- Ensure efficient and effective administrative information and assistance.

2022

S.G group of company

Tenure Period: 8months (From January 2022 – August 2022)

Designation: Assistant Accountant

Responsible For:

- **Handling dalily transactions related to:**
 - Cash Reconciliation,
 - Petty Cash Reconciliation
 - Bank Reconciliation
 - Stock Reconciliation
 - Party Ledger Reconciliation

- **Purchase & Journal entries**
- **Maintain proper records of all financial statements and vouchers.**
- **Preparing Salary Sheet**
- **VAT**
 - VAT Reconciliation
 - Fill Maskebari in IRD
- **TDS**
 - TDS Reconciliation
 - Fill E-TDS in IRD

ACADEMIC QUALIFICATION

March, 2022 (Master) - Master M.B.S 54%

Patan Multiple Campus, Tribhuvan University

July, 2016 (Bachelor) - Bachelor BBS 41.14%

People's Campus, Paknajol, Tribhuvan University

October, 2009 (Intermediate) - Intermediate HSEB BOARD 59.00%

People's CAmpus, Paknajol, H.S.E.B

July, 2007 (Slc (10th)) - SLC (10th) SLC Board 71.88%

Padma Chakra Boarding School, SLC Board

PERSONAL SKILLS

Communication skills

- Good writing and verbal communication skills.
- Writing creative or factual.
- Strong work ethic.

Organizational skills

- Intermediate Accounting principle
- Leadership and Interactive skill acquired during customer & supplier handling.
- Acquired knowledge regarding principle of Vat & Taxation of Nepal.
- Get to know the process and techniques regarding inventory management.

Computer Skills/Software's

- Microsoft Office Package.
- Busy Accounting Software
- Tally.ERP-9 Accounting Software

Mother Tongue

Nepali

<u>Other Language</u>	Understanding		Speking		Writing
	Listening	Reading	Spoken Interaction	Spoken Production	
<u>ENGLISH</u>	Proficient	Proficient	Proficient	Proficient	Proficient
<u>HINDI</u>	Proficient	Proficient	Good	Good	Average

References

- Bishal Agrawal
Manager,
Agr Industries Pvt. Ltd
Mobile no: 980189990
- Sabir Ali
Senior Accountant,
S.G group of Company
Mobile no: 9851175036