



Contact Address:

Barahakshetra Municipality -10,
Prakashpur, Sunsari, Koshi
Province, Nepal

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Objective

I am a diligent and enthusiastic individual keen to make a meaningful contribution to a respected organization, where I can utilize my skills and abilities to the fullest extent.

Achievement

I have been honored with the "Best Employee of the Year" with certificate and medal by the management, acknowledging my outstanding performance and contributions in the workplace.

Technological Skills

SAP Business One	Excellent
Tally	Excellent
MIDAS Accounting	Excellent
MASSPRO	Excellent
Microsoft Office	Excellent
Computer Hardware	Excellent

Arjun Thapa

Experienced and goal-oriented accountant with a proven track record of producing accurate financial reports and effectively managing budgets. With over seven years of experience overseeing finances across multiple locations, I am dedicated to staying updated with the latest accounting principles, methods, and techniques that impact financial operations.

Personal Details

Father's Name : Bir Bahadur Thapa

Sex : Male

Date of Birth : May 5, 1990

Nationality : Nepalese

Languages

Nepali : Native Language

English : Proficient

Hindi : Proficient

Education

2016 Master of Business Studies (M.B.S)

Shanker Dev Campus – Putalisadak, Kathmandu, Nepal

2011 Bachelor of Business Studies (B.B.S)

Sunsari Multiple Campus – Inaruwa, Sunsari, Nepal

2008 Proficient Certificate Level (P.C.L)

Sunsari Multiple Campus – Inaruwa, Sunsari, Nepal

2006 School Leaving Certificate (S.L.C)

Shree Prakash Secondary School – Prakashpur-1, Sunsari, Nepal

Working History

Aug 2019 to current Account Officer

Deurali-Janta Pharmaceuticals Pvt. Ltd. , 679 Budhanilkantha Sadak, Bansbari-3, Kathmandu.

- Facilitated the prompt conclusion of month-end closing processes, facilitating precise financial reporting crucial for decision-making.
- Provided mentorship to junior team members, instilling accounting best practices and fostering a culture of ongoing improvement within the department.
- Implemented internal audit procedures to safeguard company assets, recommending enhancements to policies and procedures.
- Collaborated with external auditors to ensure seamless completion of annual audits, adhering to accounting standards and regulatory requirements.
- Optimized cash flow management by meticulously budgeting, forecasting, and regularly reporting financial status to stakeholders.

Dec 2016 to Aug. 2019

Finance Assistant

Nepal Cancer Hospital & Research Center Pvt. Ltd., Harisiddhi, Lalitpur-28, Nepal

- Improved budget monitoring by developing customized Excel spreadsheets, enhancing efficiency in expense tracking and forecasting.

Skills

Internal Controls
Bank Reconciliation
Expense Tracking
Cost accounting
Financial Forecasting
Variance Analysis
Credit Control
Revenue Recognition
General ledger entry
Audit Coordination
Debt management
Accounts Receivable
Accounts Payable
Cash Flow Management
Fixed Asset Management

References:

1. Deurali-Janta Pharmaceuticals Pvt. Ltd.
Suresh Pandey
Account Manager
Phone: +977-1-4018777
2. Nepal Cancer Hospital & Research Center Pvt. Ltd.
CA Samit Ghimire
Finance Manager
Phone: +977-1-5251312, 5251498

- Resolved intricate account discrepancies through thorough research efforts, thereby strengthening customer relationships and fostering trust in billing practices.
- Guaranteed punctual tax filings by maintaining meticulous records of all pertinent transactions, deductions, credits, and exemptions throughout the fiscal year.
- Contributed to the successful conclusion of annual audits by furnishing external auditors with timely and precise information.
- Successfully addressed complex account discrepancies through thorough research, bolstering customer relations and instilling confidence in billing practices.

Trainings:

22-13 Feb. 2024

I have attended two-day training program titled 'Rekindle the Leader within You', organized by the Nepal AOTS Alumni Society in collaboration with the World Friendship Program (WNF) and Japan Sri Lanka Technical Cultural Association. The training took place from February 22nd to 23rd, 2024.