

Bhanubhakta Upadhyaya
Semi Qualified CA, BBS

📍 Kirtipur, Kathmandu

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✉ bhanu.updh73@gmail.com

A Semi qualified Chartered Accountant having 5 years experience in the field of auditing, accounting and taxation. Looking forward to pursue dynamic and challenging career in an esteemed organization to enhance my knowledge and to carve out responsible position where I can utilize my skills and concomitantly develop new ones. Ensure every professional activity as a value addition to the organization, stakeholders and myself. Highly determined and support team work.

WORK EXPERIENCE:

P. Anand & Associates, Chartered Accountants Article Trainee	01/03/2018-28/02/2021
Bidur Associates, Chartered Accountants Audit Associate	05/03/2021-23/07/2021
JKB & Associates, Chartered Accountants Audit Manager	24/07/2021-16/05/2022
RBMS Consultancy and Investment Pvt. Ltd. Finance Head	20/05/2022-29/04/2023

Skills Acquired:

- Preparation of financial statements and Book Keeping.
- Undertook Statutory audits, Internal audits and Tax audits,
- Preparation & filing of TDS, VAT, Income Tax Returns and other statutory returns.
- Core Accounting and Financial management of the company.
- Other Various Auditing Taxation and Accounting Activities.

ASSIGNMENTS HANDLED DURING ARTICLESHIP AND JOB :

TYPES OF ASSIGNMENTS	SECTORS	REMARKS
ACCOUNTING AND BOOKKEEPING	<ol style="list-style-type: none"> 1. Hotel 2. School and colleges 3. Trading and Manufacturing 4. Cooperatives 5. Constructions companies 6. Government Institutions. 	<p>Recording of day to day transaction in designated accounting software. Reconciliation of Banks and party accounts. Desktop follow up for party recovery. Involve in HR related works and people management. Consolidation of accounting task done by other associates. Review of accounting task done by other personnel. Documentation of accounting transactions in standard formats. Task related to tax office and company as per requirement. Other overall accountings and book keeping tasks.</p>
STATUTORY AUDIT	<ol style="list-style-type: none"> 1. Government Institutions 2. Bank, Finance and co-operatives 3. Airlines 4. Hotel 5. School & Colleges 6. Publishing House 7. Construction companies 8. Trading and Manufacturing companies 	<p>Examined various items of Financial Statement, Compliance with various Laws, Fixed Assets Register, Internal Control Mechanism, Related Party Transaction & Litigation and Claims involving the entity including their financial impact & disclosures as a team member. Reviewed compliances of applicable accounting standards and estimates. Performed systematic sampling method to test check the major expenses, checked subsequent payments to creditors and subsequent realization. Checked compliances and calculation of TDS, VAT and Income Tax and did Bank Reconciliation. Finalization of Financial Statements.</p>
TAX AUDIT & MANAGEMENT COSULTANCY	<ol style="list-style-type: none"> 1. Government Institutions 2. Insurance Companies 3. School and colleges 4. Co-operatives 5. Hospital 6. Hotel 7. Airlines 8. Construction companies 	<p>Compliances with TDS, VAT and Income Tax Acts as applicable. Prepared and e-filed TDS, VAT and Income Tax returns of Individuals, companies, and Firms. Prepared Tax Audit Reports. Accounting and bookkeeping services of various sectors .</p>

INTERNAL AUDIT	<ol style="list-style-type: none"> 1. School and colleges 2. Bank, Finance and Co-operatives 3. Government Institutions 4. Trading and Manufacturing companies. 	<p>Involved in Planning and allocation of Team members</p> <p>Prepared risk classification matrix, Internal control checklist, Implemented Risk Based Audit in performance of Audit.</p> <p>Check various Internal Controls in each department and provided recommendations to enhance controls and procedures where appropriate .</p> <p>Performed test check and verified documentation, authorization and its proper recording.</p>
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PROFESSIONAL QUALIFICATIONS:

Examination	Year of Paasing	Institution/Board
CA - CAP III	Running	Institute of Chartered Accountant of Nepal
CA - CAP II	Dec. 2017	
CA - CAPI	June 2014	

ACADEMIC QUALIFICATIONS:

EXAMINATION	BOARD	NAME OF THE INSTITUTION	YEAR OF PASSING
BBS	TRIBHUWAN UNIVERSITY	Shankardev Campus, Kathmandu	2076
+2	HSEB	BernHardt College, Balkhu, Kathmandu	2070
SLC	GON	Shree Vijaya Higher Secondary School, Dullu, Dailekh	2068

SKILLS:

Computer and Software Proficiency:

- 100 hours Advanced ITT (Information Technology Training) by ICAN
- Exposure to Accounting Software Tally.ERP9, Infinity, Navigator, Swastik, Vision, Milestone.
- Working knowledge of MS Office (MS-Word, MS-Excel, MS-PowerPoint).

STRENGTHS:

- Computational and Analytical skills.
- Leadership skills.
- Interpersonal and communication skills.
- Continuous learning and willingness to improve with experience.
- Optimum utilization of time with best use of knowledge and technology.

PERSONAL DETAILS:

Name : Bhanubhakta Upadhyaya
Date of Birth : 08 August 1995 (2052-04-23)
Gender : Male
Marital Status : Single
Language Known : Nepali, English & Hindi
Hobbies : Reading Novels, Travelling, Playing V. Ball
Permanent Address : Dullu Municipality-08, Dailekh
Current Address : Kirtipur Municipality-03, Kathmandu

REFERENCES:

- Mr. Jiwan Kumar Budhathoki, FCA, Institute of Chartered Accountant of Nepal (Contact no: 9851062276)
- Mr. Bidur Luitel, FCA, Institute of Chartered Accountant of Nepal (Contact no: 9851238754)
- Mr. Milan Rumba, CA, Institute of Chartered Accountant of Nepal (Contact no: 9851062276)

DECLARATION:

I solemnly declare that all above information is correct to the best of my knowledge and belief.