
BISHAL RAYAMAJHI

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| PERSONAL STATEMENT |
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I am hard working and effective team player with detail-oriented, efficient and organized professional with extensive experience in accounting systems, possess strong analytical and problem-solving skills with the ability to make well thought out decisions. People who know me & have worked with me recognize my cheerful, positive, co-operative and professional attitude.

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| EDUCATION QUALIFICATION | | | | |
|--------------------------------|--|--|--|--|

| Year | Course | Institute/College | University/Board | %age / CGPA |
|------|------------------|---------------------------------|---------------------|-------------|
| 2019 | BBA | NATIONAL OPEN COLLEGE | POKHARA UNIVERSITY | 2.93 CGPA |
| 2014 | 12 th | MORGAN INTERNATIONAL COLLEGE | HSEB | 68.70 % |
| 2012 | 10 th | SIDDHARTHA VANSATHALI INSTITUTE | Government of Nepal | 70.50 % |

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| LANGUAGES | | | |
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| LANGUAGES | READ | WRITE | SPEAK |
|-----------|------|-------|-------|
| NEPALI | GOOD | GOOD | GOOD |
| ENGLSIH | GOOD | GOOD | GOOD |
| HINDI | GOOD | GOOD | GOOD |

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| JOB EXPERIENCE |
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1. [KOSHI INTERNATIONAL SERVICES PVT.LTD. - AS An ACCOUNTANT](#)

DURATION

FROM: 2016-10-18

TO : 2019-10-17

Duties & Responsibilities:

- sales, purchase bill entry & Maintaining Register
- Preparing payout, Reconciliation with Bank, Bank/cash/journal/receipt and payment voucher making, salary sheet making, voucher checking, TDS Calculation and Vat reconciliation and fill up e-vat.
- Make a procedure for up-to-date accounting system and implementation of its.
- Handling customers complain.

- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes.
- keep a record of maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
- Preparing monthly reports regarding the expenses and cashbook balances. - Party Reconciliation & Bank Reconciliation.

2. MEAT MAKERS PVT.LTD. -AS An ACCOUNTANT

DURATION

FROM: 2019-10-17

TO : 2022-11-15

Duties & Responsibilities:

- sales, purchase bill entry & Maintaining Register
- Preparing payout, Reconciliation with Bank, Bank/cash/journal/receipt and payment voucher making, salary sheet making, voucher checking, TDS Calculation and Vat reconciliation and fill up e-vat.
- Make a procedure for up-to-date accounting system and implementation of its.
- Handling customers complain.
- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes.
- keep a record of maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
- Preparing monthly reports regarding the expenses and cashbook balances. - Party Reconciliation & Bank Reconciliation.

3. PRACHI TRADERS PVT.LTD. -AS An ACCOUNTANT & ADMIN

DURATION

FROM: 2023-05-28

TO : Till Now

Duties & Responsibilities:

- sales, purchase bill entry & Maintaining Register
- Make a procedure for up-to-date accounting system and implementation of its.
- Handling customers complain.
- Maintaining Staff Attendance Register.
- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes.
- keep a record of maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.

-Preparing monthly reports regarding the expenses and cashbook balances.

I hereby solemnly declare that the above information is true and correct as per my knowledge. If found fraudulent I am ready for any kinds of penalties as per decided.

*** THANK YOU***