



RINA SHRESTHA

I'm a motivated, adaptable and responsible person towards my work and company. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion

CONTACT INFO

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Kathmandu

SKILLS

MS Word MS Excel Tally
Saral Billing MS power Point

ACHIVEMENT

August , 2019

• Employee of the year

August , 2018

• Employee of the year

August , 2016

• Emerging employee of the year

EDUCATION

2014 - 2019

Bachelor Degree in Bachelor in Business Studies

NR Collage, T.U
BBS

2012 - 2014

Intermediate in +2

GS Collage, HSEB
+2

EXPERIENCE

2018 - Now

Accountant (Mid Level)

GPRS MOBILE, kalanki, Kathmandu

- Verify, allocate, post and reconcile accounts payable and receivable
- Assist Tax , vat return and audit as per Nepali government rules and regulation
- Maintain a bank cash book
- Communicate and deal with accounts payable and receivable
- Pla

2015 - 2018

Accountant (Entry Level)

International Gadget House, Kathmandu

- Verify and post accounts payable and receivable.
- Filing of reports and tax and vat
- Maintain a bank cash book
- Generate daily reports and share them with superiors