

# ROSHAN KUMAR MANDAL

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Residence: Biratnagar, Nepal

## Work experience:

**Administrative Head at O.B. Media Pvt. Ltd.** (April 2023 till present)

Nature of Entity	Works Performed
<ul style="list-style-type: none"><li>• Media House</li><li>• Advertisement</li><li>• News Publication</li></ul>	<ul style="list-style-type: none"><li>• Hold the authority of directing the organization and looking after administrative work of media house.</li><li>• Manage human resources of the organization such as hiring new candidates , maintaining employees' records.</li><li>• Looking after employees' payrolls.</li><li>• Conducting meetings for solving administrative and HR issues.</li><li>• Reporting HR matters to the director.</li></ul>

**Accountant and Financial Advisor at Prabhu Saving and Credit Co-operative Pvt. Ltd**  
(November 2020 to September 2022)

Nature of Entity	Works Performed
<ul style="list-style-type: none"><li>• Financial Institution</li><li>• Credit Products</li><li>• Micro deposits collector</li></ul>	<ul style="list-style-type: none"><li>• Maintaining and keeping records of financial transactions following basic accounting principles systematically.</li><li>• Investment Analysis: Conduct thorough analysis of diverse investment opportunities, evaluating market trends and risks to optimize returns for clients.</li><li>• Financial Advisory Services: Provide tailored guidance to individuals on effective fund utilization, aligning strategies with their financial goals and risk profiles.</li><li>• Deposit Accumulation Strategy: Develop innovative strategies to enhance deposit collections, devising attractive schemes and communication plans to increase depositor base.</li></ul>

## Professional Qualification

Examination	Institute	Year (A.D.)	Remarks
Master of Business Studies	Mahendra Morang Adarsha Multiple Campus at Tribhuvan University	Study in Progress	-
Bachelor of Business Administration	Mahendra Morang Adarsha Multiple Campus at Tribhuvan University	2023	3.53 SGPA
Intermediates in Management	Shikshadeep Higher Secondary School	2018	3.08 CGPA
Matriculation	Vinayak Boarding Secondary School	2016	2.95 GPA

## Skills and Additional Information:

- Languages: English, Hindi, Nepali, Maithli
- Computer Knowledge: MS Package (Excel, Word and PowerPoint), Tally
- Driving License: Both two and four-wheeler

## Social Work Experience

- Secretary at Darhaiya Agriculture Co-operative (Since 2023)
- Secretary at Ekikrit Youth Club since (Since 2020)

## Passport Details

Passport No- PA1961671

Date of issue- 15<sup>th</sup> October, 2023

Dare of expiry- 14<sup>th</sup> October, 2033