

Curriculum Vitae

Prakash Thebe

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Profile Summary:

- A competent professional with Major Finance degree.
- Gained experience in handling remittance, banking, accounting and admin.
- Sound knowledge of MS Office & windows.
- An astute individual with good convincing, problem solving & resource management skills along with analytical Abilities.

Career Objective:

- Looking for a career in challenging professional world where growth is unlimited & work is in a challenging atmosphere where acquired skills of experience will be utilized for continuing growth and advancement of the organization.

Personal Skills:

- Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with People diplomatically, willingness to learn, interest in working as a team

Educational Credentials:

- Graduate Bachelor **in Business Studies (B.B.S)** from **Pathari Multiple Campus -Tribhuvan University – Patharishanischare, Morang, Nepal.**
- Board of Intermediate Education (10+2) from **Red Star Higher Secondary School – Patharishanischare, Morang, Nepal.**
- School Leaving Certificate (SLC) Passed from **Shree Shiksha Sadan Higher Secondary School- Dharan, Sunsari, Nepal.**

Technical Qualification:

- Expert in the use of Office package (Ms. Word, Ms. Excel MS. PowerPoint, MS. Access), Email/Internet Hardware and software Troubleshooting and installation and Expert in using other software.

Computer Proficiency:

- Operating System : Windows XP, 2007, 2008 & 2010
- Applications : Microsoft Office
- Hardware : Basic Hardware & Networking

Employment and Company Narrative:

- Working at Guheswori Merchant Banking and Finance Ltd. as a Junior Assistant from 13th January 2021 to 24th March 2023.
- Working at Kumari Bank as a Contract Staff from 15th October 2019 to 8th March 2020.
- Working at Kumari Bank Limited, Pathari Branch as an intern from 15th October 2019 to 5th November 2019.
- Working at Chinari English Boarding School as an assistant teacher from 16th April 2016 to 20th July 2019.
- Working at Kirat Academy as an assistant teacher from 17th April 2014 to 10th April 2016.

Responsibilities:

- Making incoming transactions as per AML policies.
- Making telegraphic transfer to make party payments.
- Posting to the cash Book, Ledgers, and Journal etc.
- Preparation of Invoices
- Cash and cheque deposit in Bank.
- Maintain petty cash to Procure day to day expenses.
- Ledger entry Incoming and outgoing stock.
- Maintain and update customer records and company equipment's.
- Sending and receiving letters Fax and Emails.
- Greeted visitors, provided basic information to visitors & callers.
- Assisting Accounts and Administration department on day to day issues
- Preparation of checking of Trial Balance, Profit and Loss A/c and Balance sheet.
- Submitting daily & weekly report to Branch Manager for all transactions.
- Assisting walk-in and corporate clients.
- Strictly follow the company rules and regulation.

Overview about Myself:

- Confident of getting through with all my assignment on time
- Dedicated and hardworking / Honest and punctual
- Quick learner and excellent team player, ability to meet tight deadlines and work under pressure.

Personal Details:

Father's name	:	Meherman Thebe
Mother' name	:	Tanka Kumari Thebe
Date of birth	:	13 th October 1995
Gender	:	Male
Marital status	:	Unmarried
Permanent address	:	Patharishanishchare-06, Morang
Nationality	:	Nepali
Language	:	Nepali, English and Hindi
Passport Number	:	PA1135269

Declaration

I hereby declare that the information furnished above is true to best of my knowledge.

Reference

- Bishal Sapkota (Regional Manager of Guheswori Merchant Banking And Finance Ltd, Province No. 1)
Mobile No.+9779841248803
- Kuber Dahal (Branch Manager of Guheswori Merchant Banking And Finance Ltd,Pathari Branch)
Mobile no.+9779862198347
- Madhav Prasad Kharel (Branch Manager of Kumari Bank Limited, Pathari Branch). Mobile No. : +9779852035547
- Gajendra Subba (Principal of Chinari English Boarding School,Pathari) Mobile No. :+9779804035230

Thanks and Best Regards,

PRAKASH THEBE