



Anjeela Budhathoki

Highly organized and Result-driven Accountant with years of experienced accounting professional at working quickly and accurately under tight deadlines. Advanced Knowledge of generally accepted accounting practices and Excel.

Contact

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Address

Baniyas Square Stn, Dubai

Education

Graduation Class of 2025
**Masters in Managemnt
Accounting & Finance**
Britts Imperial University FZC

Graduation Class of 2020
Bachelors of Business Studies
United College

Graduation class of 2015
High School
United Academy

Expertise

- Financial Management
- Client relations
- Technical Skills
- Marketing
- Collaborative
- Microsoft Office

Language

English

Nepali

Hindi

Experience

Jan - July 2023

Swimming Everyday Nepal Pvt.Ltd.

ACCOUNTANT

- Responsible for managing finances, maintaining records and ensuring compliance with law and regulations.
- Maintained accurate bookkeeping records, preparing payroll and benefits for employees.
- Handling phone calls and visitors, creating schedules for Swim Instructors and keeping track of inventory.

Sep 2022

Aarju & Aarjit Group Pvt.Ltd.

INSTRUCTOR

This is a Dealership Business Firm associated under Unilever Nepal Ltd. I worked as an Instructor for a month.

- Responsible for daily assessment of general ledger, data entry and activities related to system operations.
- Assessment of monthly Vat filing, Purchase/ Sales register Report.
- Responsible for checking damage /expiry claim report, daily and monthly stock.

2020-2022

B.B. Trading Pvt.Ltd.

ACCOUNTANT

It was a Dealership Business Firm associated under Unilever Nepal Ltd.

- I worked alongside as a 'System Operator' as well.
- Work daily with MS Excel, Word and PowerPoint.
- Preparing month-end reports and assessing with audit preparations.
- Responsible for general ledger, Payroll, Accounts receivable, Accounts payable.
- Billing, Invoicing, Vat Filing, Sales/Purchase Register and performing all other duties as assigned.

June - August 2016

Yeti Development Bank Ltd.

INTERNSHIP

- During my Internship period, I had worked in Customer Service Department, Loan Department and Teller. I have gained overall knowledge of CSD than other departments.
- Responsible for data entry, opening accounts, attending customers, monitoring phone calls, filing and other basic banking duties.

Reference

Kabi Basnet

CEO,B.B. Trading Pvt. Ltd.

Phone: +977-9851076376

Dipendra K.C.

TSI, Unilever Nepal Ltd.

Phone: +977-9851220260

Diwash Shrestha

CEO, Swimming Everyday
Nepal Pvt. Ltd.

Phone: +977-9808063968