



Anjeela Budhathoki

Seasoned and meticulous accountant with proven track record of over 3 years. Recognized for being diligent, innovative, proactive and goal-driven.

Contact

Phone

+971-552806785

Email

budhathokianjeela23@gmail.com

Address

Baniyas Square Stn, Dubai

Date of birth

08/03/1998

Education

Graduation Class of 2025

**Masters in Management
Accounting & Finance**
Britts Imperial University FZC

Graduation Class of 2020

**Bachelors of Business Studies
majoring in Account and Fance**
United College, TU

Expertise

- Financial Management
- Microsoft Office
- Book-keeping
- Communication
- Collaborative
- Client relations

Language

English

Nepali

Hindi

Experience

October - 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.

Aug - 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 2 months.

- 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', utilizing Microsoft Office for daily tasks such as preparing monthly reports and assisting with audit preparations.
- Ensured accurate VAT filing of monthly sales/purchase registers.
- Systematic book-keeping and Stock management using Tally and IKEA software.

June - Dec 2016

Yeti Development Bank Ltd.

INTERNSHIP

I completed a 6-month professional internship, gaining industry experience skills.

- I carry a strong background in banking including bank account management, customer service, data entry and report generation.
- Proficient in Pumori software and adept at producing accurate bank statements.
- Skilled in various essential 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