

AYUSH RAJBHANDARI

BIRATCHOWK, MORANG, NEPAL

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OBJECTIVE:-

To be to work for a company and secure a responsible for career and opportunity to fully utilize my skills, While making a significant contribution to the success of the company. I'm self-motivated and possess a strong desire to succeed and meet the goals.

OVERVIEW:-

- ✓ Over 5 years of experience working in diverse assistant accountant administrative and teller in foreign exchange.
- ✓ Maintaining standards and assist with the preparation of financial statements and reports.
- ✓ Hard working Energetic, Flexible, Reliable and Recognized for always seeking additional responsibilities.

EXPERIENCE:-

July 2018 – Dec 2021 GLOBAL ACADEMY

ACCOUNTANT ADMINISTRATIVE ASSISTANT

BARDIBAS, MAHOTTARI, NEPAL

- Processed the daily financial documents as bills, invoices, pay-orders, receivables and purchase orders.
- Managed payroll activities and prepared break down salaries statements.
- Handling accounts payable and managed invoice of discrepancies than approved payments.
- Responded to the vendor inquiry and follow up invoice discrepancies on costs.
- Assist senior accountant to the preparation of daily, weekly and monthly closing reports.
- Prepared end of the day financial reports for submission to senior accountant and head office.

EXPERIENCE:-

Jan 2022 – Present NAMASTE FORGIEN EXCHANGE

TELLER

KATHMANDU ,NEPAL

- Responded to customer inquiries and tried to resolve their issues.
- Trade and manage personal book with goal of maximizing profits.
- Manage the back end of foreign exchanges and make sure it is all done correctly.
- Developed and implemented trading models for the USD/JPY , EUR/USD ,NEP/IND currency pairs.
- Cross market analysis .
- Good risk management skill set and willing to work in high pressure environment.

VISA STATUS: - Visit Visa (Valid - 13th July)

EDUCATION: -JULY 2016 – MAY 2018 COMMERCE (10 +2, 2.81 CGPA)

TERTIARY: - SUKUNA MULTIPLE CAMPUS, MORANG, NEPAL

AREAS OF STUDIES: - ENGLISH, ECONOMIC, MARKETING AND MARKETING STUDIES.

COMPUTER STUDIES: - Windows Retail, POS System, MS Excel, Power Point, Photoshop, Designing ,E-mail AND Internet.

SEMINARS: - MARCH 15, 2017 – JULY 21, 2017

E-ACCOUNTING, CANVA DESIGNING

LANGUAGE: - ENGLISH, HINDI, AND NEPALI

PERSONAL DATA:

DOB – JULY 2000

GENDER – MALE

HIGHT – 5.6 F

BIRT PLACE – NEPAL

CIVIL STATUS – UNMARRIED

RELIGION – HINDU

Character reference are available upon.

I hereby certified all facts are true and correct for the best of my knowledge.