

CURRICULUM VITAE

KRISHNA PAUDEL

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Dubai, United Arab Emirates



CASHIER AND ACCOUNTANT

OBJECTIVE

To seek a challenging career by coping on a suitable position, utilizing my technical skills and experience to contribute towards the progress of the organization at the same time has the prospect for professional growth and developing of my career.

WORK EXPERIENCE

- Worked as a **Accountant and Cashier** at **Bindabasini Enterprises** in **Nepal** for the period 2019 to 2024

PERSONAL PROFILES

- Date of Birth : 14/05/1994
- Nationality : Nepalese
- Gender : Male
- Marital Status : Married
- Visa Status : Visit Visa
- Languages Known : English, Hindi, Nepali
- Passport Number : 10444346
- Date of Expiry : 27/06/2017
- Expiry Date : 26/06/2027

DUTIES & RESPONSIBILITIES

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Daily reconciliation of cash and receipt boxes and recording this on excel spreadsheet.
- Depositing money and cheques in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers.
- Daily checks and reconciliation of cash boxes and unbanked receipts and weekly bank reconciliation checks.
- Maintenance of the payment sequence and accounts department filing system and file store.
- Monitoring and reporting exchange rates.

EDUCATIONAL QUALIFICATION

- Bachelor of Mathematics

DECLARATION

I hereby certify that the above mentioned Statements are correct & true to the best of my belief & knowledge.