

DANIEL LEPCHA



PROFILE

Processed customer transactions, including voucher entries, with accuracy and efficiency. Verified voucher codes and ensured correct application of discounts and promotions. Maintained detailed records of voucher transactions and resolved any discrepancies. Provided excellent customer service by addressing queries and assisting with voucher-related issues. Detail-oriented and organized accountant with hands-on experience in record keeping, financial data management, and basic accounting principles. Supported audits by providing necessary documentation and information.

WORK EXPERIENCE

HIMALAYA THEOLOGICAL COLLEGE

MAY 2023 - MAY 2024

CASH HANDLING

- Manage all aspects of cash handling during events, including cash collection, counting, and deposit.
- Reconcile accounts daily, ensuring all transactions are accurately recorded and discrepancies are promptly addressed.

HIMALAYA CRUSADE (NGO)

SEP 2020 - APR 2023

CASH CLERK, ACCOUNTANT ASSISTANT, REPORT WRITING AND MEDIA TASK

- Processed and recorded financial transactions, including invoices, payments, and receipts, ensuring accuracy.
- Conducted monthly bank and ledger reconciliations, resolving discrepancies and maintaining accurate financial records.
- Entered and maintained detailed records of voucher transactions in Excel, ensuring accurate and timely data entry.
- Integrated multimedia elements, including charts, photos, and videos, to enhance the visual appeal and impact of reports.

YAK TRAVELS

JAN 2019 - MAY 2020

CASH CLERK AND ACCOUNTANT ASSISTANT

- Monitored and reported on voucher redemption rates and travel expenses, contributing to accurate financial forecasting and budgeting.
- Developing tour packages and itineraries.
- Entering Data, maintaining datasets and keeping records.

EDUCATION

ISABELLA SCHOOL

2011

THE INDIAN CERTIFICATE OF SECONDARY EDUCATION (ICSE)
• 10TH PASSED

MAHBERT HIGH SCHOOL

2013

THE INDIAN SCHOOL CERTIFICATE (ISC)
• 12TH PASSED

SURYA SEN MAHAVIDYALAYA

2013-2017

UNIVERSITY OF NORTH BENGAL (NBU)
• BACHELOR OF ARTS

IGNOU

2017-2020

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)
• MASTER OF ARTS

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Dubai, United Arab Emirates

PERSONAL DETAILS

Date of Birth: 14/10/1993

Nationality: INDIAN

Marital Status: SINGLE

SKILLS

- Accounting
- Bookkeeping
- Cashier
- Maintained Accurate Records
- Managed Daily Financial Transactions
- Entered Data Into Accounting Software
- Basic Computer Skills
- Microsoft Office & Excel
- Organizational Skills
- Report Preparation
- Documents Preparation
- Graphic Design

LANGUAGES

ENGLISH

Communication level

HINDI

Communication level

NEPALI

Native