



SUSMA BHATTARAI

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CONTACT

- +971 582472909
- bhattaraisusma98@gmail.com
- Rolla street ,burdubai,UAE

EDUCATION

- Bachelor of Business Studies

CARIBBEAN COLLEGE OF MANAGEMENT

Passed year : 2022

- Intermediate Level(+2)

VISHWA ADARSHA SECONDARY SCHOOL

Passed year : 2017

- School leaving certificate (SLC)

SHREE PAGODA MODEL SECONDARY ENGLISH SCHOOL

Passed year: 2015

TRAINING AND SKILLS

- Internship from Sanima bank,Nepal
- Advance computer training(Tally,Excel,MS Word,Powerpoint etc)
- Team work
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Nepali (Mother tongue)
- Hindi

WORK EXPERIENCE

Accountant	2022-2024
Roka Hydro & construction Company Pvt. Ltd	
<ul style="list-style-type: none">Manage all accounting transactionsMaintain purchase,day ,sales ,stock ,jornal and ledger bookEntry of VAT,PAN billHandle monthly, quarterly and annual closingsReconcile accounts payable and receivableManage balance sheets and profit loss statementcompute taxes and prepare tax returnsReconcile account payable and receivable	
Cashier	2020-2022
Nepal Cooperative Society	
<ul style="list-style-type: none">Excellent customer service and handling cashManage transactions with customers using cash registersResolve customer complaintsCollect payments whether in cash or creditIssue receipts, refunds, change or ticketsRedeem stamps and coupons	
Teacher	2019-2020
Mero School	
<ul style="list-style-type: none">Planning and preparing lessons.Encouraging student participation.Researching and developing new teaching materials.Research and implementing new teaching methods.Marking student work and recording performance.	
PERSONAL DETAILS	
Father's Name: Yagya Bahadur Bhattarai	
Mother's Name: Sita Bhattarai	
Date of Birth: 6th August 1998	
Gender: Female	
Religion : Hindu	
Visa Status:Visit Visa	
Marital Status: Married	
Blood Group: A+ve	