

Curriculum -Vitate

PREM B KHADKA

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Chhapiya Rupandehi Nepal

CAREER OBJECTIVES

Seeking a challenging position in a professional organization offering an opportunity for growth where talent will enhance the productivity and performance of the organization.

AREAS OF EXPERTISE

1. Preparation and finalization of books of accounts.
2. Internal audit of private and public limited companies.
3. Internal audit of banks.
4. Worked as an Article Assistance for 3.5 years in Prakash & Thiagarajan Chartered Accountants in Bangalore.
5. Worked as Senior Accounts & Audit Assistance for 1 year in M Sreekanth & Co. Chartered Accountants in Hyderabad.
6. **Worked under Grant Thornton at Rwanda Africa for three months as Senior In charge of Audit.**
7. Worked as Senior Accounts & Audit Assistance for 1 year in C Ramachandram & Co Chartered Accountants in Hyderabad.
8. **Worked in Shine Resunga Development Bank Limited as Assistant for 1.5 years.**

COMPUTER PROFICENCY

1. Tally ERP 9 with GST
2. **Caseware (Auditing Software)**
3. Microsoft excel
4. Microsoft word
5. Internet applications (Filing of various Tax returns and browsing).
6. PowerPoint
7. Fast English Typing Skill.

PERSONAL SKILLS

1. Good Communication skills & computer skills.
2. Leadership qualities,
3. Willingness to learn.
4. Ability to deal with people diplomatically.
5. Efficient in accomplishing the assigned job on time and devoted towards the work.

RESPONSIBILITIES INCLUDES

Area of work	Responsibilities
Accounting & Auditing	Preparation and finalization of books of accounts of companies.
Financial accounting and financial management	Updating various entries to books of accounts <ul style="list-style-type: none"> • Maintaining Day Books • Monitor local cash flows • Manage all local audits • Reconciliation of Bank Statement. • Verification of PF, ESI.
Internal audit	<ul style="list-style-type: none"> • Conducted internal audit of the various companies. • Internal audit of Banks.
Bank Work	<ul style="list-style-type: none"> • Analyzed various risk associated with proposed credit to banking customers. • Performed as supporting role for all the branches of the bank and also co-ordinate between them.

EDUCATIONAL CREDENTIALS

Name of the examination	Name of the institute	Name of the Board/ University	Year of passing	CGPA /% of marks secured
B.COM	Indira Gandhi National Open University	Indira Gandhi National Open University India	2023	56.08%
Chartered Accountancy Course	The Institute of Chartered Accountants of India	The Institute of Chartered Accountants of India (Final)	Pursuing	-
Chartered Accountancy Course	The Institute of Chartered Accountants of India	The Institute of Chartered Accountants of India (PCC)	2012	Group 1 – 50% Group 2 – 50%
Chartered Accountancy Course	The Institute of Chartered Accountants of India	The Institute of Chartered Accountants of India (CPT)	2007	57.5%
PUC	Shreenagar Integrated College Tansen Palpa Nepal	HSEB Board Nepal	2006	59%
10 th	Shree Uday Higher Secondary School Gulmi Nepal	SLC Board Nepal	2004	59%

INTEREST AND HOBBIES

1. Study of accounts and tax related books.
2. Playing quiz competitions.
3. Community helps.
4. Reading books, magazines, newspapers.
5. Travelling.

PERSONAL PROFILE

Name	:	PREM BAHADUR KHADKA
Father's Name	:	Tej BAHADUR Khadka
Date of Birth	:	13/09/1988
Sex	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Nepali
Language	:	English, Hindi and Nepali

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Rupandehi Nepal

(PREM BAHADUR KHADKA)