

Accountant, Account assistant, Office Admin, Procurement & Customer Service with 5 Years Experience



Jasbant Kumar Singh



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Visa Status: Visit Visa Valid up to 06-12-2023
Salary: 2500-3000 AED
Qualification: Bachelor Degree in BBA - Finance

CAREER SUMMARY - OBJECTIVE

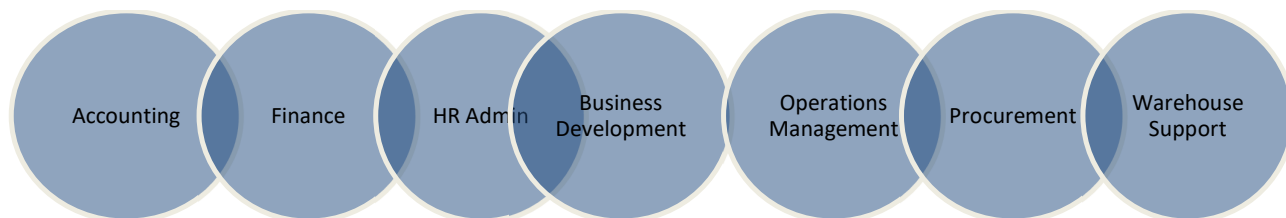
Highly competent professional with 5 years of proven experience in Accounting, Finance, administration & Purchase within Diversified industries in Nepal. Demonstrated competency in providing administrative support, handling multiple Tasks, fulfilling organizational objectives and dealing with multicultural personnel.

Possess strong problem solving, Analytical and decision-making competencies and driving solutions; negotiate and develop relationship with suppliers, Vendors & contractors. Maintain and upkeep the archives of office correspondence, Invoices, LPO's, Delivery Notes, Quotations, Contracts and Agreement, etc.

KEY SKILL AREAS:

- Accounting & Finance Management
- Office Administration & Customer Service
- Procurement Dept.
- Business Development
- Payroll Handling

CORE COMPETENCIES



PROFESSIONAL EXPERIENCE

EASY FACILITIES PVT LTD, NEPAL



Accounts Cum Admin 2020-2023

- Manage Profit/Loss Statement & Balance sheets.
- Coordinate and execute the monthly close process including journal entries, reconciliations and financial statement.

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- Record day to day financial transactions and complete the posting process
- Prepare and manage company payroll on a monthly basis
- Oversee A/P and A/R functions & checking managing Statement of accounts.
- Perform daily bank/cash reconciliation.
- Compute taxes and prepare tax returns.
- Prepare and manage correspondence, receive mails and ensure smooth and effective communication.
- To make letter writing & drafting & response to different parties.
- Sending Emails to clients and making proper follow up for Quotations.
- Preparing of LPOs and strong follow up for timely delivery.
- Generate invoice and ensuring payment safely received via Cash/Cheque/Online Transfer.
- Handling all telecommunication and internet matters.
- Dealing with suppliers and making sure that the best deal is offered.
- Receiving and processing all invoices, expense forms and requests for payments.
- Handling petty cash, preparing bills and receipts.
- Arrange conferences, meetings, and travel reservations for office personnel
- Keeping close eye on all official document's renewal.



Nepal Bhoomi Real Estate Agency, **Nepal**

Administrative assistant cum accountant 2018-2020

- Suggest Sales Document checklist depending on type of units sold and transaction type at different stages.
- Accurate recording and archival of Sales transaction documents in compliance and processes on a timely manner.
- Maintaining confidentiality of Sales Transactions and customer related documents.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.
- Prepare and manage company payroll on a monthly basis
- Oversee A/P and A/R functions & checking managing Statement of accounts.
- Track Agents Commission with proper database.
- Compute taxes and prepare tax returns.

EDUCATIONAL CREDENTIALS

- Bachelor Degree in BBA - Finance

Pokhara University Nepal

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ACCOUNTING SKILLS

- Profit & Loss Statement
- Balance Sheet
- Cashflow Statement
- Account Receivables & Payables
- Tax Return Submission.
- Expertise on Tally ERP & Quickbooks

TRAININGS/COURSES/CERTIFICATIONS

- Tally ERP & QuickBooks Certification (2019)
- Computer Skills Diploma with Complete MS Office (2018)

GENERAL WORKING SKILLS

- Maintain and upkeep the archives of office correspondence, invoices, LPO's, Delivery Notes, Quotations, Contracts and Agreement, etc.
- Sales & Purchase order preparation
- Office Administration & Operations management
- Purchase and Sales invoice preparation
- Petty Cash & Cheque Management

LANGUAGES

- English, Nepali & Hindi

PERSONAL INFORMATION

Nationality: Nepal
Marital Status: Single
DOB: 17-12-1996
Availability: Immediately

REFERENCE

Will be provided on demand.