

CURRICULUM VITAE



PERSONAL INFORMATION

Name GANESH BAHADUR BUDHA
Address JAYAPRITHVI MUNICIPALITY-3 STATE-7, SETI, BAJHANG, NEPAL
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Nationality Nepalese
Date of birth 22 FEB, 1995(2051/11/10)
Gender MALE
**Desired Occupation/
Employment Field** BANKING, FINANCE & MARKETING

WORK EXPERIENCE

Dates: 31th May, 2019 – Present
Work: Balaji Technology Pvt. Ltd.
Occupation or position held: Accountants
Main activities and responsibilities:

- Maintain Day Books
- To Maintain Account Ledger
- To Maintain Stock Ledger
- To Inventory Management
- To data entry of system
- To Transaction Management & Analysis
- Cost Centre Report & Analysis

Dates: 12th April, 2019 –29th May, 2019
Work: Aryan School of Engineering & Management
Occupation or position held: Accountants
Main activities and responsibilities:

- Maintaining Books of Accounts
- Prepare Payroll Sheets
- Financial Advice
- VAT & Taxation
- Fee collection & Deposits in Bank

Dates: 30th Nov, 2018 – 10th April, 2019
Work: **Aryan School of Engineering & Management**
Occupation or position held: Store Keeper
Main activities and responsibilities:

- Assist cost control in the Monthly stock-taking
- Notify the Manager/Supervisor of low stock levels in a timely manner
- Make periodical checks between record and actual stock and investigate any discrepancies and report to the cost controlling immediately
- Check the price variance, if there is any difference, discuss with the cost control and purchasing Manager
- Re-ordering of all storeroom in time
- Maintaining necessary records with accuracy of information and should following always FIFO method of issuing
- Review inventories for obsolete and slow-moving items and bring any such items to the attention of the cost controller for action.

Dates: 22th Oct, 2018 – 28 Nov, 2018
Work: **Janata Bank Nepal Limited**
Occupation or position held: Internship (DP, DMAT And ASBA Department)
Main activities and responsibilities:

- Account Opening of DMAT
- DMAT renew
- To Knowledge Of Master Control Application
- To Counter Management of the DP, DMAT and ASBA
- Dematerialization of physical share certificates

Dates: 1st June, 2018 – 16th Oct, 2018
Work: **Janata Bank Nepal Limited**
Occupation or position held: Internship (Financing & Planning Department)
Main activities and responsibilities:

- Filing documents
- Supporting bank's employee in their work
- Journal Voucher Entry
- Financing and Planning Activities.

Name and address of employer: Janata Bank Nepal Limited, Head Office New Baneshwor, Kathmandu, Nepal.
Types of business and sector: Banking, Financing, Marketing, Administration, Accounting and Tax, Providing services for comprehensive design.

EDUCATION AND TRAINING

Dates of completion 20014-2018

Name and type of organization providing education and training	Nepal Commerce Campus Minbhawan, New Baneshwor, Kathmandu, Nepal
Title of qualification awarded	Bachelor's degree in Bachelors of Business Studies(BBS)
Special	Finance (Corporate Finance, Investment, And Financial Institution & Market etc.)
Dates of completion	2012-2014
Name and type of organization providing education and training	Mahendra Adarsha Bidyashram Higher Secondary School Satdobato, Lalitpur, Nepal
Title of qualification awarded	10 + 2 (Management)
Special	Business Mathematics & Accountancy, Economics etc.
Dates of completion	2011
Name and type of organization providing education and training	Shree Satyavadi Higher Secondary School, Bhopur, Bajhang, Nepal
Special	Optional Mathematics & Health etc.

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUES **NEPALI**

OTHER LANGUAGES

Self-assessment

European level

Nepali
English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Excellent	Excellent	Excellent	Excellent	Excellent
Good	Excellent	Good	Normal	Good

SOCIAL SKILLS AND COMPETENCES :

- Able to ensure the social participation for project work.
- Capable to convince society and minimization of social conflict.
- Can adjust to any environment of society.
- Active member of Nepal Red Cross of Nepal commerce campus

- Involving in various social programming work activities of Nepal Red Cross Society
- Participating in blood donation program conducted by Nepal Red Cross Society
- Participating in various seminar programs about career planning held at Media International.
- Participating in weekly Saturday on Bagmati cleaning.
- Participating in various social programs.

**ORGANIZATIONAL SKILLS
AND COMPETENCES**

- ❖ Account payable & Management
- ❖ Invoice/Expenses report/Payment transaction
- ❖ Vendor Negotiations, sales and product marketing
- ❖ Journal entries & General ledger
- ❖ Teambuilding
- ❖ Import-Export knowledge
- ❖ Spreadsheets and Accounting reports
- ❖ Well known on formation of organization, mainly social organization.
- ❖ Good Capacity of leadership and communication.
- ❖ Good Capacity of Management (Financing, Marketing, Planning, Coordinating and Supervisions).
- ❖ Good capacity of motivating of Staff and costumer.

**COMPUTER, TECHNICAL
SKILLS
AND COMPETENCES**

- Advance Computer knowledge (MS-Word, MS-Outlook, MS-Excel, MS-Power point, Tally, Internet & Email etc.
- Banking System Software.

I, the undersigned, hereby certify that, to the best of my knowledge and belief, this CV correctly describes me, my qualifications and experiences. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Ganesh Bahadur Budha

Date: