



OM BAHADUR RANA

Sr. Officer - Accounts &
Warehouse Admin



Phone
9843580982



Email
obr.m982@gmail.com



Location
Butwal, Rupandehi

+ EDUCATION

Bachelor in Business Studies

Baneshwor Campus / Kathmandu / May, 2010 - April, 2012
Completed Bachelor in Business Studies from Tribhuvan
University having good GPA.

+ WORK EXPERIENCE

Officer - Accounts & Sales Admin

Hansraj Hulaschand & Co. Pvt. Ltd. / Kathmandu / November,
2014 - October, 2018

- To prepare daily stock report & other reports as per requirement.
- To prepare daily sales & receipt report.
- To prepare invoices of bikes sold to Dealers.
- To ensure that insurance is done before dispatching bikes to Deals/Other Branches.
- To entry all kinds of accounting vouchers. (Payment, Receipt, Journal, Sales, Purchase)
- To ensure that VAT entries are posted timely and VAT reports are send to concerned after the end of every month.
- To prepare monthly Budgets of Branch.
- To handle petty cash of Branch.
- To band reconcile of Branch's Bank account.
- To mobilize all staffs of Branch. (Drivers, Helpers, Technicians, Office Boy, etc.

+ SKILLS

- Communication ●●●●●
- Organizational skills ●●●●●
- Time Management and Organizational Skills ●●●●●
- Microsoft Word, Microsoft Excel, Microsoft Power point, Tally ●●●●●

+ LANGUAGE

- Nepali ●●●●●
- Hindi ●●●●●
- English ●●●●●
- Magar ●●●●●

+ REFERENCES

B.N. Mallik

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+9779841264100
bajjanathmallik@gmail.com

Sr. Officer - Accounts & warehouse admin

D-Lifestyles Pvt. Ltd. / Butwal / October, 2018 - May, 2022

- To prepare daily stock report.
- To prepare daily sales & receipt report.
- To issue invoices of vehicles sold to Customers.
- To prepare transit insurance before dispatching vehicles.
- To prepare VAT Report and send to Head Office.
- To entry all kinds of accounting vouchers. (Payment, Receipt, Journal, Sales, Purchase)
- To follow-up with customers for payment settlement.
- To prepare monthly Budgets of Branch.
- To handle the petty cash of Branch.
- To mobilize all staffs of Branch. (Drivers, Helpers, PDI staffs, Labours, Office Boy, etc)

+ TRAINING/CERTIFICATION

Advance Basic Course in Computer

Gateway Computer Education Center / 2011

- Computer Hardware, Networking & Mobile Concepts.
- General Accounting Concepts. (Tally ERP9)
- Advance Microsoft Office. (Word, Excel, Power Point, Access, Publisher, Outlook, etc)
- Software & Hardware Installation.
- Other Utilities Concepts : Email & Internet, Voice and Video Chat, Scanning, Voice Recording, Formatting, Text to Speech, Speech & Handwriting Recognition.

Accounting Package (Tally ERP9)

New Life Computer Point / 2013

- Company creation in Tally.
- Chart of accounting.
- Accounting vouchers.
- Inventory vouchers.
- Accounting Feature.
- Inventory Feature.
- Reporting
- Backu-up, Split of company date & group company.