



NAVARAJ KHATRI

ACCOUNTANT

Address: Dhapasi-06 Kathmandu

Phone: 9843823868

Email: navarajkhatri38@gmail.com

Date of Birth: October 06, 1997

OBJECTIVES

I am independent fulfilling my needs since age of 18, grown up facing life's ups and downs. Since I have been engaged in business at early age, I have little bit theoretical and practical knowledge of business and it's department. I have worked under professional seniors and learned a lot from their abilities. I represent myself a very loyal, punctual, dedicated and very hardworking candidate for any post as I have knowledge and experience of accounting, Financing and Marketing.

WORK EXPERIENCE

23/02/2022 - Present Account And Finance Assistant

Jagdamba Motors Pvt.Ltd.

Naxal, Kathmandu

- Assisting the accounting department with the preparation of financial reports.
- Managing account balances and resolving inconsistencies.
- Monitoring all payments and preparing monthly billing reports.
- Creating and issuing invoices to customers.

31/12/2018 - 01/07/2020 Regional Accountant

Femicare Marketing Pvt.Ltd.

Samakhusi, Kathmandu

- Purchase and Sales order maintenance.

- Ledger maintenance.
- Visited to customer's office and talked about problems.
- Payment as instructed.
- Follow up credits.

17/11/2017 - 16/11/2018 Account Assistant
Pathivara Trading and Suppliers
 Gongabu, Kathmandu

- Ledger maintenance.
- Delivery of orders.
- Purchase/ Sales book entries.
- Purchase/Sales Order maintenance.
- Maintained payments.

EDUCATION

Shivapur College, Baluwatar, Kathmandu

Tribhuvan University

Bbs

Running

Active Academy Secondary School, Basundhara, Kathmandu

HSEB Board

45.50 %

11/09/2017

Tilingatar Higher Secondary school, Dhapasi, Kathmandu

SLC

67.39 %

13/04/2015

Job Preference

Looking for: Senior Level Job

Categories: Accounting / Finance, General Mgmt. / Administration /

Available for: Full Time

Expected Salary: (Above) NRs 30,000.00 (Monthly)

Current Salary: (Equals) NRs 25,000.00 (Monthly)

LANGUAGES

Nepali

English

Hindi

References

Dipesh Chaulagain

Managing Director

Pathibhara Trading and Suppliers

9851162350

Lokeshwor Man Joshi

Managing Director

Femicare Marketing Pvt.Ltd.

9851120686

SKILLS

- **Strong problem solving skills.**
- **Able to multitask in a fast paced work environment.**
- **Proficient computer skills (Microsoft office applications experience).**
- **Strong verbal and written communication skills.**
- **Minimum 2 years experience in account & finance (Trading field is preferred)**
- **Leadership & Team Player**

PERSONAL INFOMATION

National ID Card No. - 29-01-73-03294

Date of Birth - 06/10/1997

Gender - Male

Marital Status - Single

Phone - 9843823868

Email - navarajkhatri38@gmail.com

Current Address - Dhapasi-06, Kathmandu

Permanent Address - Sudal, Bhaktapur

Religion - Hindu

Nationality - Nepali