Anita Gurung

Accountant

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PROFILE

Accountant with five years in trading and hospitality. Handle the full monthly cycle alone — day book to trial balance, VAT return and TDS deposit through the IRD portal, and payroll for 40 staff. Have sat through two statutory audits as the person the auditors asked.

EXPERIENCE

Senior Accountant — Baisakh 2080 – Present
Lakeside Hospitality Pvt. Ltd. · Pokhara

- Maintain full accounts in Tally for a hotel and two restaurants, around 800 vouchers a month
- File monthly VAT returns and deposit TDS through the IRD portal, with no late filing in two years
- Run payroll for 40 staff including SSF contributions and leave settlement
- Prepared the books for statutory audit in 2081 and 2082 and answered the audit queries

Junior Accountant — Shrawan 2077 – Chaitra 2079
Annapurna Traders · Pokhara

- Entered purchase and sales bills and reconciled three bank accounts monthly
- Chased receivables and brought overdue balances down over one year
- Maintained the fixed asset register and depreciation schedule

SKILLS

Tally ERP 9 / TallyPrime · VAT return filing (IRD portal) · TDS deduction and deposit · MS Excel — pivot, VLOOKUP · Payroll and SSF · Bank reconciliation

EDUCATION

MBS (Master of Business Studies) — Accounts — 2077 – 2080
Prithvi Narayan Campus, Tribhuvan University · Pokhara

BBS — 2073 – 2077
Prithvi Narayan Campus, Tribhuvan University · Pokhara

LANGUAGES

Nepali — Native
English — Working

CERTIFICATIONS

TallyPrime — Advanced — 2081
Authorised training centre, Pokhara

Computerised Accounting — 2077
CTEVT

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