

Anita Gurung

ACCOUNTANT

✉ anita.gurung@example.com ☎ +977 98XXXXXXX 📍 Pokhara, Nepal 🌐 linkedin.com/in/anitagurung

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 Lakeside Hospitality Pvt. Ltd. · Pokhara	Baisakh 2080 – Present
• 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 Annapurna Traders · Pokhara	Shrawan 2077 – Chaitra 2079
• 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 Prithvi Narayan Campus, Tribhuvan University · Pokhara	2077 – 2080
BBS Prithvi Narayan Campus, Tribhuvan University · Pokhara	2073 – 2077

LANGUAGES

Nepali	Native
English	Working

CERTIFICATIONS

TallyPrime — Advanced Authorised training centre, Pokhara	2081
Computerised Accounting CTEVT	2077