

Anita Gurung

ACCOUNTANT

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

EDUCATION

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

2077 – 2080

BBS
Prithvi Narayan Campus, Tribhuvan University · Pokhara

2073 – 2077

CONTACT

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SKILLS

Tally ERP 9 / TallyPrime

VAT return filing (IRD portal)

TDS deduction and deposit

MS Excel — pivot, VLOOKUP

Payroll and SSF

Bank reconciliation

LANGUAGES

Nepali Native
English Working

CERTIFICATIONS

TallyPrime — Advanced
Authorised training centre, Pokhara

2081

Computerised Accounting
CTEVT

2077