

PERSONAL
INFORMATION

Anita Gurung

Accountant

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📍 Pokhara, Nepal

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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

Baisakh 2080 – Present

Senior Accountant

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

Shrawan 2077 – Chaitra 2079

Junior Accountant

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

2077 – 2080

MBS (Master of Business Studies) — Accounts

Prithvi Narayan Campus, Tribhuvan University, Pokhara

2073 – 2077

BBS

Prithvi Narayan Campus, Tribhuvan University, Pokhara

LANGUAGES

Nepali Native

English Working

CERTIFICATIONS

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