

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 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 Authorised training centre, Pokhara	2081
Computerised Accounting CTEVT	2077