

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

- **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

Baisakh 2080 – Present
- **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

Shrawan 2077 – Chaitra 2079

EDUCATION

- **MBS (Master of Business Studies) — Accounts**

Prithvi Narayan Campus, Tribhuvan University · Pokhara

2077 – 2080
- **BBS**

Prithvi Narayan Campus, Tribhuvan University · Pokhara

2073 – 2077

SKILLS

- Tally ERP 9 / TallyPrime

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- VAT return filing (IRD portal)

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- TDS deduction and deposit

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- MS Excel — pivot, VLOOKUP

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- Payroll and SSF

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- Bank reconciliation

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LANGUAGES

- Nepali

Native
- English

Working

CERTIFICATIONS

- TallyPrime — Advanced**

Authorised training centre, Pokhara

2081
- Computerised Accounting**

CTEVT

2077