**CURRICULUM VITAE**

**NIMESH ACHARYA**

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**Date of Birth: 2036/03/12 BS (26th June 1979)**

**Permanent Address Temporary Address**

Tin Toliya, Shanti Chowk Mahankal, Pani Tanki

Ward No: 13 Ward No: 06

Biratnagar, Nepal Kathmandu, Nepal

**OBJECTIVE:**

To join a prestigious organization for enhancing my skills and knowledge by working towards the betterment of the organization, where the work is challenging, hard work & dedication is required to prove myself and make a career out of it.

**SKILLS AND STRENGTHS:**

* Knowledge of **“Sun Financial Accounting System”**.
* Knowledge of **“HITS – Payroll Software”**.
* Knowledge of Microsoft Office: Word, Excel.
* Good writing and communicating skills in English, Nepali and Hindi language.
* Ability to work well under pressure and meet daily deadlines.
* Eager to learn and contribute.
* Good in reading, writing, listening and speaking English language.

**WORK EXPERIENCES, TRAININGS AND INVOLVEMENTS:**

* Worked at Al Mishaal Electrical Equipment Company – Doha, Qatar in Finance Department **[March.17 to Jan.18].**
* Worked at Movenpick Hotel, Riyadh as **“General Cashier”**com **“Paymaster” and “Accounts Payable” [Sept.13 to Sept.16]**

**As General Cashier**

* Collect deposited envelops from the drop box safe depository every morning in presence of finance employee/ front office employee witness, which are checked against the deposit sheet
* Check each item in the envelope against the enclosed list in presence of witness.
* Report immediately any envelope missing to the Director of Finance / Financial Controller
* Report immediately any discrepancies to the Income Auditor and Director of Finance / Financial Controller
* Prepare Overage and Shortage Report daily.
* Liaise with the money exchange company and exchange all foreign currency with the local currency
* Reconcile house fund on a daily basis and keep the safe neat and tidy
* Deposit the cash sale to bank account daily.
* Maintain a date wise cheque log to ensure that the cheques should be deposited to account on their respective date.

**As Paymaster**

* Prepare monthly payroll of Hotel staffs.
* Prepare Staffs Vacation Payment calculation.
* Prepare Staffs End of Service Payment calculation.

**As Accounts Payable**

* Importing all the Invoices from **“MC System”** to the **“Sun Financial Accounting System”** on a day to day basis and checking them one by one and make correction if needed.
* Making Journal entries of all the transactions in **“Sun Financial Accounting System”** and Bank posting of all the Payments in **“Sun Financial Accounting System”**.
* Reconciling all supplier statements and resolve the discrepancies in good time.
* Preparing Payment Vouchers for payment purpose insuring all invoices for payment are supported by the appropriate documentation attached and approvals prior to payment processing.
* Meeting all payment deadlines.
* Maintaining an effective filing system of all Suppliers Invoices, both unpaid and paid Invoices.
* Preparing Bank Reconciliations statement every month for monthly closing purpose.
* Worked as Junior Accountant for more than two and a half years at Shivani Air Private Limited, Nepal First Fixed Wings Flying School (Bharatpur Station)
* Completed the computer operator course from Computer Science and Technology Pvt. Ltd., Janakpur on 30/05/2002 which includes FOCS & DOS windows 95/98, Ms-word, Ms-excel, Adobe Page Maker and Table, Tally Accounting Programme, dBASE III Plus and Banner & Utilities.
* Completed the Computerized Accountancy Course “EXACTLY” from the Institute of Computer Education, Biratnagar on28/06/2061 B.S.
* Completed the Graphic Designing Computer Courses from the New Education Center (NEC), Chabahil, Kathmandu on 21/05/2062 B.S. which includes Adobe Page Maker, Adobe Photoshop, Adobe Image Ready and Coral Draw.

**EDUCATION AND QUALIFICATION:**

* Proficiency Certificate Level (1998)
* School Leaving Certificate Level, SLC (1996)

**OTHER PERSONAL INFORMATIONS:**

Father’s Name : Mr. Madhav Prasad Acharya

Mother’s Name : Mrs. Janaki Acharya

Marital Status : Single

Nationality : Nepali

Gender : Male

Religion : Hindu

Citizenship : Nepali (39696481)

Passport : Nepali (06368356)

Physical Status : Excellent

**REFERENCE(S):**

**Movenpick Hotel, Riyadh**

King Fahad Road, King Saud Road (Al Ma’ather Road)

Opposite to Ministry of Interior

P.O.Box 13003, Riyadh 11493

Kingdom of Saudi Arabia

Cell: +966 11 457 9999

Fax: +966 11 457 9988

**Neil Fernando**

Assistant Financial Controller

Movenpick Hotel, Riyadh

Cell: +966 053 771 9855

Cell: +966 056 987 0874

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge.

Nimesh Acharya