



Jumeirah 2
Dubai, 53781



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OBJECTIVE

To secure a position that commensurate my area of expertise and skill in an organization that offers challenging assignment and opportunity for increased individual responsibility with an organized path for advancement and skill development.

RAM KHADKA

Job Title: Accountant cum Cashier

EXPERIENCE

April 2016–March 2023

Account • Senior Accountant • OM Janata Construction & Suppliers Pvt. Ltd. (Nepal)

- Manage all accounting transactions.
- Prepare budget forecast.
- Publish financial statements in time.
- Handle monthly, quarterly & annual closings.
- Reconcile accounts payable & receivable.

EDUCATION

Tribhuvan University, Nepal

- **Bachelor of Business Studies**, Major in Account, Major Project in an Account

Tribhuvan University, Nepal

- **Master of Business Studies**, Major in Marketing, Dissertation in **IMPACT OF ONLINE ADVERTISEMENT ON CONSUMER BEHAVIOR**

PERSONAL DETAILS

- Date of Birth : 19th August 1996
- Place of Birth : Gorkha, Nepal
- Nationality : Nepal
- Gender : Male
- Passport Number : PA0351467
- Passport Expiry Date : 16 May 2032
- Visa Status : Visit Visa
- Visa Expiry Date : 05 Aug 2023

SKILLS & CAPABILITIES

- Excellent Customer Service Skills
- Ability to learn
- Organizing & time management skills
- Interpersonal & behavior skills
- Attentive & spontaneous