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Dubai – UAE

EDUCATION

- POST GRADUATE IN COUNSELING PSYCHOLOGY TU 2019.
- BACHELOR'S DEGREE IN BUSINESS STUDIES TU 2017.
- Higher Secondary Education-2006.

PERSONAL DETAILS

Nationality : Nepalese
Gender : Female
Marital Status : Single
Date of Birth : 18/Aug/1995
Passport No : BA0005001
Passport Issue : 11/01/2024
Passport Expiry : 10/01/2034
Visa Status : Visit Visa

LANGUAGE

English
Hindi
Nepali

MY SKILLS

- Effective Communication
- Organizational Abilities
- Problem-Solving Skills
- Attention to Detail
- Technical Proficiency
- Multitasking Abilities
- Adaptability and Flexibility
- Software Knowledge (MS Office)
- Team Work.
- Customer Service Skills

ABHINESH AWAZ

Summary

Seeking a challenging position in a reputable and progressive company, where I can invest all my professional expertise, qualification and valuable experience to the optimum level to facilitate mutual growth for both the organization and career.

Work Experience

► Accounting Assistant

Film Development Board | Kathmandu, Nepal
(Jun 2017 to Jun 2024)

- Calculated taxes owed and prepared tax returns to deliver prompt payments in adherence with tax laws and governance.
- Prepared and processed financial documents, including invoices, bills, and accounts payable and receivable.
- Gathered banking transactions and recorded activity in Excel format to maintain consistent documentation.
- Tracking and Recording Transactions.
- Invoicing Customers or Clients.
- Contributing to Financial Statement Preparation.
- Quality Control and Accuracy Checks.

► Administrative Assistant

Film Development Board | Kathmandu, Nepal
(June 2010 to May 2017)

- Organize and schedule appointments
- Event Planning and Organizing
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.