



MS. ASMITA BAJRACHARYA

Objective

I am energetic, ambitious, highly oriented, hard working person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with.

Contact Me

- +971 589 605 035
- asmitabajracharya2012@gmail.com
- Internet City, UAE

Language Skill

- English - Full Professional Proficiency
- Hindi - Full Professional Proficiency
- Nepali - Full Professional Proficiency

Skills

- MS Word, MS Excel, MS PowerPoint.
- Good Writing and Typing Skills.
- Creative Thinking and Problem-Solving Skills
- Excellent attention to detail
- Good time management
- Strong commercial acumen
- Good problem solving skills
- Analytical thinking
- Relationship building skills

Personal Info

- Nationality - Nepali
- Date of Birth - 1996-07-12
- Gender - Female
- Passport Number - 11289288
- EmiratesIDNumber - 784-1996- 5340208-3

Education

- Siddhi Ganesh High School Paknajok, Kathmandu School Leaving Certificate [2012 A.D.]
- People's Campus Paknajok Higher Secondary Education Board/ +2 Level [2014 A.D]
- People's Campus Paknajok Diploma/Bachelor's Degree in Business Studies [2018 A.D]
- Nest Academy of Management Education Prof. Diploma in Hospitality Management [2021 A.D]

Work Experience

Account Assistant
MANAGEMENT SERVICES PVT.LTD.
9th June 2015 – 14th August 2021
Responsibilities

- Journal Entry and Reconciliations
- Preparing monthly P/L and Balance Sheet
- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts, and records are correct.
- Working with spreadsheets, sales and purchase ledgers, and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third-party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

Work Experience

Data Entry Operator

GOSHI WAREHOUSE, THE GIVING MOVEMENT

26th October 2021- 26th November 2021

Responsibilities

- Involve in Data entry work and processing the orders.
- Involve in Packing and Picking.
- Checking the Delivery packages
- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities. Processes customer and account source documents by reviewing data for deficiencies.

Senior Accountant

KHAIMAT JUMEIRAH KITCHEN, JUMEIRAH, DUBAI

10th December 2021 – Till now

Responsibilities

- Preparation of customer invoices and updating SOA.
- Following up with clients on the payment status.
- Reviewing vendor invoices and arranging payments as per the due dates.
- Processing employee expenses (salary) as per WPS rules
- Receiving and storing invoices
- Vat payment as per Dubai law
- Petty cash handling
- Accounting record keeping
- Supporting head of the department with the preparation of various reports.
- Reconciling sub-ledger to general ledger account balances
- Preparing financial statements
- Assessing internal controls, including risk assessments and reviews of risk areas
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses
- Assisting in the design and preparation of budgets for review by management