



# BHARAT SAPKOTA

Hi, I am experience Admin and account manager and also junior financial analyze assistant passion for Management and numbers. I am currently residing in Bur Dubai, UAE. I worked for several organization in Nepal. Apart from that, I also familiar with the accounting software and can manage the daily reports of the client and make entries. And also proficient in administrative work.

## PROFILE

Name : Bharat Sapkota  
Home address: Nawalparasi, Nepal  
Date of Birth : 10-09-1996  
Gender : Male

## CONTACT

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## EDUCATION

### Excel business college

2019 - 2021

Master's in Business Administrative (MBA), Finance and Account specialization, and 2 month internship in private sector trading business company as Admin and account manager.

### Oxford college of engineering and management

2013 - 2017

Bachelors in business Administrative(BBA), Account specialization and 2 month internship in commercial bank in CSD department, Credit department and Cheque clearing department in Nepal

## WORK EXPERIENCE

### Vargo Agro Industries Pvt. Ltd. , Admin and Account manager

2020-2022

- Managed company's accounting and financial operations
- Manage phone calls and emails
- Work closely with senior management and help in decision making
- Keeping records of expenses and budget
- Organize and schedule meetings and prepare MOAs and AOAs
- Prepare and develop the filing system
- Assist in developing Financial reports

### Sagarmatha trade and packaging Pvt Ltd Admin and account Manager

2017-2020

- Keeping the records of daily transaction
- Data entry of daily transaction into ERP software(Tally)
- Respond to phone calls and emails
- Managing discrepancies of staff, customers, vendors and management

## SKILLS

- Proficiency in Accounting software and data Entry.
- Analyzing and problem solving skill.
- Good communication and interpersonal skill
- Ability to work independently and as a team
- Can speak English, Hindi, Nepali