



MALE AGE : 25

## Bishesh Joshi

### Personal Information

📍 Al-Nahda-1, Dubai

📞 +971522238878

✉ [bisheshjoshi41@gmail.com](mailto:bisheshjoshi41@gmail.com)

📱 Whatsapp Number : +9779816138006

Passport no: 11966052

Date of Birth: 06-12-1998

Nationality: Nepalese

### LANGUAGES

- NEPALI
- ENGLISH
- HINDI

### SKILLS

- Attention to detail & accuracy
- Active Listening & Communication
- Multi-tasking & Organizing
- Punctual & Time Management
- Business Development
- Flexibility
- Email & Internet
- Ms-Office (Word, Excel)
- Accounting Software (Swastik, NAV Dynamics)

## Professional Summary

Experienced and detail-oriented **Accountant** with a proven track record for maintaining accurate financial records, executing meticulous bookkeeping, ensuring compliance with tax regulation and providing valuable financial insights to optimize organizational performance. Adept at balancing multiple tasks with a professional and courteous demeanor.

## EDUCATIONAL BACKGROUND

- Have passed **Higher Secondary Education Board** (10+2) from New Galaxy higher Secondary School, Pokhara, Nepal.

Level	Board	Division	Passed year
SLC	Nepal Government	First	2015
Intermediate	Higher Secondary Education Board	Second	2017
Bachelor	Tribhuvan University	Running	Running

## WORK EXPERIENCE

### • Position: Junior Account Assistant

Organization: **Batas Brothers Pvt. Ltd**

Location: Nayabazar - Pokhara, Nepal

Duration: 14-12-2020 to 05-11-2023

#### **Responsibilities:**

Financial record keeping, Bookkeeping, Budgeting, Payroll Processing, Tax Compliance, Financial Analysis, Reporting, Audit Support, Financial Advisory, Expense Management, Documentation Bank Reconciliation, Customer Support and Feedback

### • Position: Finance & Admin Assistant

Organization: **Hotel Annapurna View Sarangkot Pvt. Ltd.**

Location: Pokhara, Nepal

Duration: 21-01-2019 to 30-07-2020

#### **Responsibilities:**

Assisting Accounts Payable & Receivable, Processing Invoices, Expenses Report, Reconciliation, Managing & Organizing Files Records, Scheduling Meetings, General Administration Support, Conducting Research, Resolve Issues And Presentation

### • Position: Karate Instructor (Part Time)