



PROFESSIONAL SUMMARY

A professional Service Center Chief with 7 years of experience in analyzing control, presenting data for financial reports, delivering loss and profit statements. I am currently seeking new opportunities for managerial role.

SKILL QUALIFICATIONS

- Customer Service
- Strategy Development
- Public Relations
- Organisation
- Excellent Planning Skills
- Negotiation Skills
- Team Work to Deadlines
- Ability to Multi-Task

ADDITIONAL INFORMATION

Date of Birth :- 16/12/1992
Gender :- Female
Nationality :- Nepali
Marital Status :- Married
Visa Status :- Employment
Passport No :- 11591435
Passport Expiry :- 02/11/2029

CERTIFICATIONS

- [**Vocational & Skill Development Training Centre, Nepal**] **certified**
Level [Diploma Computer Accounting Course, 2018] [Itahari, Sunsari, Nepal]

HOBBY AND INTERESTS

- Singing
- Dancing
- Travelling
- Painting

Pabitra Darnal

- +971507176526
- darnalpabitra3@gmail.com
- Current Address :- UAE

EXPERIENCE

11/2019 - Current

Service Centre Chief

Mahila Saving & Credit Co-operative pvt.Ltd | Itahari, Nepal, Nepal

- Managing accounting activities to ensure alignment with accounting principles and policies
- Presenting financial reports
- Reviewing and analyzing financial information and communicating recommendations to management
- Managed organisational resources to meet administrative and operational needs whilst adhering to budgetary guidelines and meeting quality and schedule demands.
- Monitored staff performance and developed improvement plans.
- Prepared statements detailing operational detail and key performance indicators.
- Developed recipes and menus to align culinary trends with consumer demand.
- Communicated with kitchen staff, restaurant floor staff and management team for successful service delivery.
- Monitored quality, presentation and quantities of plated food across line.

06/2015 - 07/2017

Senior Accountant

Kabya Batika Investment Pvt. Ltd | Itahari, Nepal

- Collected and analyzed client's data based on accounting procedures
- Produce profit and loss statements
- Presented financial reports to clients
- Check the balance sheet of the company

EDUCATION

2022

Janta Multiple Campus, Tribhuvan University | Itahari, Nepal

Master of Business Administration: Management And Marketing

2014

Koshi Saint James College, Tribhuvan University | Itahari, Nepal

Bachelor's Degree (BBS): Management

2011

Pathibhara English Bording High School | Itahari, Sunsari, Nepal

Certificate of Higher Education: Management

2009

Shree Itahari Residential Secondary School | Itahari, Sunsari, Nepal

School Leaving Certificate | SLC: Accounting And Mathematics

LANGUAGES

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| English : | C2 | Hindi : | C2 |
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| Proficient | | Proficient | |
| Nepali : | C2 | | |
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| Proficient | | | |