

Curriculum Vitae

Personal Details

Date of birth: 2nd November 1976
Language Proficiency: Nepali English and Hindi
Marital Status: Married
Passport No. 11004421
Expired date: 15 July 2028

Mr. Deepak Prasad Ghimire

Contact and Address :

House No 321, Mahakeleshor Marga, Fulbari Ward No 11 ,
Pokhara, Kaski

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Summary

A highly numerate MBS graduate looking for a challenging role in Human Resource Management and Finance/Accounting for INGO/NGOs/Multinational Companies/Hotels to train and use the knowledge in real work scenarios

Education

Degree	:	Master's Degree in Business Studies (MBS)
Year	:	2002-2004
Institution	:	Tribhuvan University, Nepal
Result	:	First

Professional Summary

- ❖ Sound knowledge of GoN's and the International accounting system and tax system of Nepal;
- ❖ Knowledge/skills in overall administration of Private and Non-Governmental Organizations.
- ❖ Leadership skills with a capacity for strategic thinking both in local and national settings;

- ❖ Ability to be innovative and adapt to different working conditions with strong team building;
- ❖ Traveled extensively and have experience working in multicultural groups.

WORK HISTORY

May 2023 to Current

Part-time Asst. Lecturer.

Nepal Tourism and Hotel Management College, Pokhara-14, Chhinedada, Nepal

-Teaching a Bachelor's Degree in Sem V and VI (BHM)

June 2022 to Current

Part-time Teacher

Saint Francis School , Pokhara-14, Chhinedada, Nepal

-Teaching Business Studies for Class 11 and 12

July 2010 to Current

Asst. Lecturer

Pokhara Multiple Campus, Pokhara-09, Shantiban, Nepal

-Teaching in Bachelor's degree management subjects Finance, Principle of Management.

August 2017 to July 2020

Chief Finance Officer

Lake View Resort, Pokhara-06, Lakeside, Nepal

-Staff recruiting, Overall supervising all departments,

-Salary Preparation and bank deposit,

-Cost Analysis, Supporting for audit, Vendor and Supplier list analysis.

-preparation, financial report analysis, Reporting to MD and other general administrative work.

March 2008 to July 2017

Admin and Finance Officer

Naulo Bihani Pokhara, Pokhara-08, Shibhalaya Marga, Nepal

-To assist the Project Officer in managing the overall Programme

-Impress account and reconcile all of the accounts at the end of each calendar month.

-Pay staff salaries and maintain books of account of all the transactions undertaken.

-Generate monthly reports and submit them to the Project Officer.

- Maintain inventory records of office supplies and equipment.

-Maintain leave records of staff.

-Maintain office discipline and the rules and regulations of the office.

-Any other reasonable duties and works as required by the Officer.

-Reconcile the bank statement with the bank book.

-Maintain appropriate filing system

September 1998 to April 2002

Accountant

Annapurna Conservation Area Project, Pokhara-15, Hariyo Kharkha

- Handling Cash,
- Preparing Salary Sheets and salary payments,
- tax calculation and adjustment, and
- monthly reporting to headquarters.
- Prepare the Balance Sheet, Profit & Loss A/C.
- Prepare the Yearly Budget. assist with administrative work

Computer Skill:

Computer literacy, Fully computer literate (MS packages),
Accounting package: Tally, bonfire, basic knowledge about SAP)

Reference Details

- Shishukala Parajuli, Campus Chief , Pokhara Multiple Campus Shantiban Pokhara Cell: +9779856041000
- Mahesh Bahadur Bhattari, MD, Lakeside group, Pokhara-06, Lakeside Cell No. +9856027654, Canada : +16043409571