



# ANIL KAFLE

## ACCOUNTING & FINANCE PROFESSIONAL

☎ +971 58 304 8353

✉ [anil07n@gmail.com](mailto:anil07n@gmail.com)

### EXPERIENCES

NIC ASIA BANK LTD. | Aug 2021- Jan 2024

#### ***Relationship Manager - Credit department, Nepal***

- Managing client relationships, overseeing various credit-related tasks, including loan disbursements, credit and debit card sales, and deposit mobilization.
- Manage reconciliation of accounts and resolve discrepancies.
- Analyze financial data to identify trends and areas for improvement.
- Mentor junior accounting staff and provide guidance on complex matters.
- Collaborate with cross-functional teams to support strategic financial objectives.

CHAUTARI MICRO FINANCE | June 2017 -July 2019

#### ***Accountant - Head Office, Nepal***

- Prepare and analyze financial statements, ensuring accuracy and compliance.
- Conduct reconciliations of accounts and resolve discrepancies.
- Accounting, financial planning with month-end and year-end closing processes.
- Process accounts payable and accounts receivable transactions.
- Maintain accurate and organized financial records.
- Assist in budget preparation and variance analysis.
- Provide support during audits and regulatory compliance reviews.
- Utilize accounting software to streamline processes and improve efficiency.

### PROFILE

Experience in Accounting with a Master's degree in Finance. Demonstrated expertise in financial reporting, analysis, and reconciliation. Skilled in overseeing month-end and year-end closing processes, ensuring accuracy and compliance. Proven ability to lead teams, implement accounting policies, and support strategic financial objectives.

### EXPERTISE

- Financial reporting
- Reconciliation
- Budgeting
- Accounting
- Tax preparation, VAT
- Financial analysis
- Compliance

### ***Accountant-Head Office, Nepal***

- Prepare and analyze financial reports to aid decision- making processes.
- Manage accounts payable and receivable functions efficiently.
- Maintain accurate records of financial transactions and journal entries.
- Assist in tax preparation and compliance activities.
- Conduct regular audits to ensure financial integrity and regulatory compliance.
- Utilize accounting software to streamline processes and improve accuracy.
- Provide financial analysis and recommendations to support business growth.
- Collaborate with internal teams to optimize financial procedures and controls.
- Monitor cash flow and budget performance to identify areas for improvement.
- Assist in the preparation of financial forecasts and projections.
- Stay updated on accounting regulations and best practices to ensure compliance.

### **EDUCATION**

#### **Masters in Finance/Management**

**Tribhuvan University\_ Nepal 2015**

**Bachelors in Law [LL. B] Tribhuvan University\_ Nepal 2017**

**Bachelors in Business Studies / Management**

**Tribhuvan University\_ Nepal 2009**

### **TRAININGS PROGRAMS**

#### **Google Digital garage**

**The Fundamental of Digital Marketing \_ Online 2020**

**Accountant Management Training RMDC Micro Finance \_ Nepal 2018**

### **LANGUAGES**

- ENGLISH
- HINDI
- NEPALI

### **OFFICE & SOFT SKILLS**

- Time management
- Communication
- Attention to detail
- Organization Problem-solving Adaptability
- Teamwork
- Proficiency in MS Office

Nationality: Nepali