

Rabin Adhikari

Al Karama- Dubai, UAE

+971545239833 adhikariraw13@gmail.com

Date of birth:1/06/1993 | **Nationality:** Nepali | **Visa status:** Freelance



PROFESSIONAL SUMMARY

Reliable experience in fundamental and technical analysis of financial market Like Commodities, Shares, Forex, Cryptocurrencies. Also working as an accountant in Cooperative Finance, Investment Companies. Being a student of Banking and Insurance, I have completed the 6-month internship program in Nepali Bank. Data entry, Office administrative is the entry level of job that I performed in my past life.

EDUCATION

Atlantic International College- Kathmandu, Nepal

Bachelor Of Business Administration in Banking and Insurance, November 2011

SKILLS

- ❖ Department Management
- ❖ Time Management
- ❖ Troubleshooting
- ❖ Team Building
- ❖ Leadership
- ❖ Incident Reports
- ❖ Proofing and editing
- ❖ Best practices and standards
- ❖ Data collection and Analysis
- ❖ Forecasting and Planning

WORK HISTORY

FUNDAMENTAL AND TECHNICAL ANALYSIS, Jan 2016 – Feb 2019

Sonata Investment Pvt. Ltd., Kathmandu - Nepal

- ❖ Open Client trading account, record them into excel and providing them investment Guidelines through message, email, and Call.
- ❖ Watching all the News portal and **US** Financial data, read various analyst views and record them for fundamental purpose.
- ❖ Use various chart pattern, trend line, and available Indicators.
- ❖ Updated daily market trend and post in Company Facebook page.

ASSISTANT ACCOUNTING, Sep 2019 – Mar 2021

Sampurna Investment Pvt. Ltd., Kathmandu – Nepal

- ❖ Keep the record of all the remittance transaction within or outside Nepal.
- ❖ Top up the customer e-Sewa Id and transfer amount in customer bank account.
- ❖ Keep the proper record of daily transaction in Excel and Accounting software.
- ❖ Customer Satisfaction.
- ❖ Filing the transfer and payment receipt and reconcile daily transaction.

ACCOUNTING ASSISTANT, Sep 2021 – Mar 2023

Republic Saving & Co-operative Ltd., Kathmandu – Nepal

- ❖ Record daily deposit and withdrawal cash transaction.
- ❖ Record cash withdrawal and cheque separately.
- ❖ Balanced total debit and credit transaction.
- ❖ Keep the Record of deposited slip and withdrawal cheque.
- ❖ Debited or credited the amount on customer account as well as in their passbook.
- ❖ Adjusted Cash book through banking reconciliation statement.
- ❖ Manage Working capital so that it will not affect our daily transaction and achieve customer satisfaction.
- ❖ Keep the track record of total loan provided to the customers and check timely interest payment, to ensure it will not turn into bad debt.