

# BINITA GAUTAM

Accounts Assistant

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Gokarna , Kathmandu, Nepal



## SUMMARY

Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member. Supported the team by successfully assisting with accounting tasks.

## EDUCATION

### Himanchal Boarding School

School Leaving Certificate (SLC)  
2014

### Swati Sadan E. B. Secondary School (+2)

+2 ( Management)  
2015-2017

### Swati Sadan Campus

Bachelor in Business Studies (BBS)  
2017-2021

## SKILLS

- Strong organizational and time-management skills
- Ability to work under pressure
- Excellent customer service.
- Basic Math Skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Administrative skills.
- Knowledge of **Accounting** Practices
- Proficiency in Accounting Software

## PROFESSIONAL EXPERIENCE

### Accounting Assistant

Valley Cold Store Pvt.Ltd, Nayabazar | 2023 - Present

- Monitoring daily communications and answering any queries.
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation

### Cashier

Valley Cold Store Pvt.Ltd, Nayabazar | 2016-2023

- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Provides pricing information by answering questions.
- Processes return transactions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.