

CURRICULUM VITAE

Dip Narayan Chaudhary

Dubai, UAE

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Profile: -

- * **More than 7 years' sales, Cashier and store management experience**, handling independently Trading and Event Company.
- * Proficiency in stock control and sales control, Information, Reports and Accounting systems implementation – TALLY, SWASTICK, QuickBooks, Zero

Working Experience:

Sales and Inventory controller

Gorkha Supermarket – Itahari, Nepal

01-02.2017 to 31-05-2024

Duties and responsibilities: -

- Greet customers and determine their wants cum needs.
- Discuss quality, type and number of merchandises required for a particular purchase.
- Recommend merchandise based on the individual requirements.
- Advise customers on care and utilization of merchandise.
- Advise clients on any service or product they need information and help on
- Explain the advantage and use of merchandise to customers.
- Scan items, ensure prices and quantities are correct, and bag items for customers.
- Receive payments from customers, give appropriate change, and issue receipts.
- Handle returns and exchanges when necessary, and request price checks or honor coupons when needed.
- Interact with customers, assist them with their queries, and provide a friendly and efficient service.
- Balance the cash register, record purchases, and process transactions using a cash register or other point-of-sale system.

Auditor Assistant

M.L.Singh & Associate , Biratnagar, Nepal

August 2013 – July 2016

Job Description:

- ✓ Voucher Preparing and check journal entry from ledger with analytically on different accounting software on different organizations.
- ✓ Add back entry and reconciliation for finalization of financial data.

- ✓ Cross checking the sales, purchase, expenses, outstanding, prepaid, advance, deposits, current and fixed assets, cash balance, bank balance, Custom Duty, VAT, Income Tax assessment as requirement of Tax Act. Rules of Nepal.
- ✓ Cross checking of physical Inventory with cost of sales, valuation of Closing stock, purchase costing, opening stocks,
- ✓ Reconciliation, analysis, reporting and Finalization of Financial data,
- ✓ Prepare P/L a/c, Balance sheet, cash flow as per requirement of Income Tax Act.

Personal Details: -

Date Of Birth : 28-12-1983
 Sex : Male
 Marital status : Married
 Nationality : Nepalese
 Visat Status ; Visit Visa

Educational Attainment:

Bachelor of Business Study Major in account Management (B.COM)

Area in Specialization – Accountancy, Tribhuwan University, Nepal – 2010

Skills:

- Good with numbers and figures and an analytical acumen.
- Exclusive course accounting software (Tally & Exactly)
- Knowledgeable in using Tally Business Management Software.
- Computer Skills (Technical, Hardware and Software Troubleshooting, Typing, Microsoft office applications)
- Excellent oral and written communication skill English and Hindi.
- Independent account-inventory handling and management

Reference: -

1. Janak Chaudhary-Finance Officer- [Metso DMCC UAE, +971504611352 -janal.lal@metso.com](mailto:janal.lal@metso.com)
2. Kamal Chaudhary-Project Controller +971561776005- [Lamor Corporationr DMCC-UAE](mailto:Kamal.chaudhary2012@hotmail.com)
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