



Hemraj Khadka Chhetri

Nationality: Nepalese **Date of birth:** 24 Apr 1999

Phone number: (+977) 9868998883 **Email address:** hemraj6406@gmail.com

Home: Limbini Providence Sworgdwari road runtigadhi 4 masina rolpa, 22100
Ungha (Nepal)

WORK EXPERIENCE

Logistics

World Links Communication [4 Jan 2022 – Current]

City: Lumbini Providence's 5 Ghorahi 15 Dang

Country: Nepal

Website: www.worldlinks.com.np

Email address: support@worldlink.com.np

Name of unit or department: Logistics - **Business or sector:** Other service activities

storekeepers or logistics typically include managing inventory, receiving and organizing goods, ensuring timely delivery of products to customers, and maintaining accurate records of stock levels and transactions by using world must usable software oracle.

As a Logistics Supervisor, your key responsibilities include:

As a Logistics Supervisor, your key responsibilities include:

1. Team leadership and supervision
2. Operational planning and strategy implementation
3. Inventory control and management
4. Supply chain coordination and management
5. Transportation and distribution oversight
6. Performance monitoring and analysis
7. Risk management and compliance
8. Continuous improvement initiatives
9. Budget management
10. Effective communication and collaboration

These responsibilities encompass the core areas of a Logistics Supervisor's role and are crucial for ensuring efficient and effective logistics operations within an organization.

Accounting manager

Gagandeep traders [16 Apr 2018 – 29 Oct 2021]

City: Lumbini Providence's 5, ghorahi 15 Dang

Country: Nepal

Email address: Gagandeeptrds@gmail.com

Name of unit or department: Distributor - **Business or sector:** Agriculture, forestry and fishing

1. Lead manage and monitor accounting functions.
2. Develop, generate and manage timely accounting reports.
3. Ensure reconciliation of Bank accounts and other accounts.
4. Monitor general ledger, accounts receivables, accounts payables and other records.
5. Create management tools that effectively monitor accounting processes.
6. Assist the accounting team in preparing balance sheet and budget reports.
7. Generate various analyses and financial reports for the management.

8. Monitor and manage the month-end accounting processes.
9. Manage budgets for departments, projects and grants.
10. Monitor month-end reports, schedules, payments and receipts.
11. Create and monitor an effective internal audit system.
12. Ensure timely completion of audit
13. Manage absenteeism, performance, payroll and other related issues.
14. Maintain, update and monitor inventory records.
15. Ensure compliance of all accounting processes to that of the organization's goals.

EDUCATION AND TRAINING

+2 management

Shree Rajhena ma.vi secondary school [2015 – 2017]

City: Lumbini Providence's 5 ghorahi 15 Dang

Country: Nepal

BBS (Business of bachelors studies)

Mark international college [2018 – 2022]

City: Lumbini Providence's 5 Ghorahi 15 Dang

Country: Nepal

Slc (School living certificate)

Shree Bhimsen ma.vi secondary school [2005 – 2015]

City: lumbini Providence's 5 Runtigadhi 5 Sabing Rolpa

Country: Nepal

LANGUAGE SKILLS

Mother tongue(s): **Nepali** | **Hindi**

Other language(s):

English

LISTENING C1 READING B2 WRITING B1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Oracle User / accounting software Tally / Busy- Business Accounting software / Financial reporting & Vat reporting / Email(Gmail) / TEAM-WORK ORIENTED