



AMIT LUBANJAR

Assistant Accountant

Efficient Accounts Assistant with 3 years of experience in financial establishments. Offers skills in data processing and document analysis. Highly motivated professional willing to assist with tasks to complete projects on time.

Motivated and friendly worker with a flexible schedule and willing to work weekends. Dependable and punctual with a clean driving record. Work collaboratively with team members and provide excellent customer service.

Dedicated focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks.

CONTACT

+9779860245481

amitlubanjar@gmail.com

Pandobazar , Bhaktapur

EDUCATION

S.L.C(School Leaving Certificate)

Adarsha Azad Higher Secondary School / Bhaktapur / June, 2004 - June, 2013

I have complete my school level with 58.25% score from this institute.

HSEB +2

Basu Higher Secondary School / BHAKTAPUR / July, 2014 - December, 2015

I have complete my 10+2 in management field with 50.52% score from this institute.

Computer hardware maintenance

C net / 2014

- Protect with padding\Organize cords.
- Update your operating system
- Unplug to avoid overcharging.
- Purge your system of junk files and programs.
- Run regular antivirus scans.
- Clean the keyboard and case
- Update your passwords

SKILLS

- Dynamic, energetic, skillful and good communication - Skillful
- Data Entry Skills - Experienced
- Data Entry Skills, Account Management Skills, - Skillful
- Ability to motivate and convince people to make them followed - Experienced
- Data management & analyzing - Experienced

LANGUAGE

Nepali	● ● ● ● ○
English	● ● ● ○ ○
Hindi	● ● ● ○ ○
Japanese	● ● ○ ○ ○

REFERENCES

Rajan Lubanjar

Hotel Birajman Pvt.Ltd / CEO
+977 9851097487

Sundar Man Jwkhyo

Gorkha Eco Red Bricks pvt ltd / DGM
+977 9851140020

EXPERIENCE

Asst Accountant

Gorkha Eco Red Bricks Pvt.Ltd / Banepa / January, 2018 - July, 2020

- Verified and input transaction data to maintain meticulous financial records.
- Processed invoices and large payments as requested by senior accounting staff.
- Coordinated data entry for employee expenses and payroll management.
- Retrieved requested records and files during audits and regularly scheduled reviews of financial data.
- Reconciled accounts against statements and independently resolved variances.
- Prepared and deposited daily cash totals to discourage theft and protect financial assets.
- Scanned documents, statements and invoices into encrypted databases according to company procedure.
- Collected data from various sources to prepare accurate bank deposits.
- Transferred information from separate journals to general ledger.
- Compiled data from cashiers, balanced drawers and prepared daily deposits.

Asst Accountant

Hotel Birajman Pvt.Ltd / June, 2020 - December, 2022

- Verified and posted account transactions in general ledger to record purchases and sales.
- Compiled end-of-year audit documents, records and information for internal review.
- Scanned checks and invoices into company's document system.
- Posted payments and credits to customer accounts to update operating balances.
- Reviewed and verified journal entries, receipts and tax data to maintain accuracy.
- Investigated customers' account balances and resolved payment inquiries to remove discrepancies.
- Prepared and submitted periodic tax returns to meet local, state and federal requirements.
- Processed daily invoices and payments to keep accounting records current.
- Transferred information from separate journals to general ledger.
- Collected data from various sources to prepare accurate bank deposits.

- Compiled data from cashiers, balanced drawers and prepared daily deposits.

Indexer

Cloudfactory / July, 2020 - Present

- Incorporated new materials into file system by entering data manually or scanning physical documents.
- Scanned and read incoming materials to determine classifications.
- Answered questions about records or files.
- Completed assigned tasks prior to shift end.
- Used good organizational skills to manage workload.
- Completed assigned tasks with little or no supervision.
- Assigned and recorded identification numbers or codes to index materials for filing.
- Indexing scanned invoice and submit.