

Anup kattel *Accounts Officer*

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ACCA Finalist with a strong interest in accounting, finance, and capital markets. Committed to continuous learning, analytical problem solving, and maintaining the highest standards of accuracy, integrity, and professionalism. Eager to develop a long term career in accounting and finance while creating value through sound financial insights and decision making.

Experience

Accounts Officer, Arun Securities Pvt. Ltd.

Oct 2024 – Present
Kathmandu

- Performed bookkeeping and bank reconciliations to ensure accurate and timely financial records.
- Prepared and submitted reports in compliance with NEPSE and SEBON AML/CFT regulations .
- Coordinated with external auditors and key stakeholders during audits and financial reporting processes.
- Contributed to the improvement of accounting processes and internal procedures to enhance operational efficiency.
- Utilized BOSS, DG Trade, Microsoft Excel, and Google Sheets for financial reporting, data analysis, and operational tasks.

Accounting intern, Arun Securities Pvt. Ltd.

June 2024 – Sept 2024
Kathmandu

- Gained practical experience in accounting operations.
- Client ledger maintainance and client relations.

Education

ACCA, Association of Chartered Certified Accountants
Completed 10 papers of ACCA and currently in strategic professional level.

Aug 2023 – Present

BBS, Shanker Dev Campus
Currently in 3rd year.

Oct 2023 – Present

Skills

- Bookkeeping
- Bank Reconciliation
- IAS/IFRS standards
- Client relations
- MS Office
- Communication

References

Prajwol Uprety, Executive Chairperson, Arun Securities Pvt. Ltd.
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