

Professional Summary

Experienced Administrative and Accounting professional with over 7+ years of expertise in financial management, organizational operations, and administrative support. Skilled in streamlining processes, coordinating cross-functional projects, and delivering high-quality support for office functions. Proven ability to foster productive relationships with stakeholders, uphold compliance with organizational regulations, and manage logistical and operational demands effectively.

Experience

Draper Startup House (Leapfrog Hospitality Pvt. Ltd.), Kathmandu, Rupandehi

Admin/Finance Manager (Jun 2025 – Present)

- Manage accounting, budgeting, cash flow, billing, payroll, and financial reporting.
- Ensure compliance with Nepal taxation, statutory laws, audits, VAT, TDS, and regulatory filings.
- Oversee office administration, procurement, vendor coordination, asset and inventory management.
- Support HR functions including recruitment, employee records, attendance, and leave management.
- Implement internal controls, optimize costs, and support strategic business planning and hospitality operations.

Asian Pharmaceuticals Pvt. Ltd., Bhairahawa, Rupandehi

Account Manager (January 2024 – May 2025)

- Managed customer accounts, processed payments, and conducted financial analyses for enhanced creditworthiness assessments.
- Organized and managed logistics for import/export activities, adhering to industry regulations and budget constraints.
- Prepared annual financial reports and collaborated with senior management for strategic financial planning.

Universal Formulation Pvt. Ltd., Siyari-01, Rupandehi

Admin and Account Manager (October 2022 – January 2024)

- Managed office administration including facilities maintenance, inventory control, and procurement of office supplies.
- Processed employee payroll, and other HR administrative tasks, ensuring compliance with local regulations.
- Oversaw financial reporting and budget management, including receivables/payables and financial reconciliations.
- Organized and managed logistics for import/export activities, adhering to industry regulations and budget constraints.
- Coordinated internal and external audits and facilitated process improvements within financial operations.

Leapfrog Technology Nepal Pvt. Ltd., Dillibazar, Kathmandu

Administration Associate to Finance Officer (May 2017 – August 2022)

- Spearheaded financial record-keeping and reporting, maintaining compliance with procedural standards and regulatory policies.
- Managed the organization's database for staff welfare funds, taxation, and payroll, ensuring timely submissions.
- Handled audit processes, vendor communications, and liaised with government offices, securing approvals and certifications.

Core Competencies

- Administrative Support: Proven ability to manage organizational functions, SOPs, compliance, and administrative operations.
- Financial Management: Strong background in financial accounting, tax filings, budgeting, and forecasting.
- Logistics & Procurement: Skilled in coordinating procurement processes, maintaining vendor relations, and logistics management.
- Security & Compliance: Experienced in handling safety protocols, security updates, and liaising with regulatory bodies for compliance.

Education

Bachelor of Business Studies (BBS) | Patan NIST Campus, Lalitpur
Intermediate in Management (10+2) | Pragati Shikshya Sadan High School, Lalitpur
Secondary Level | Kundalee Ma. Vi., Okhaldhunga

Technical Skills

- Software: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Database Management, and Accounting Software.

Languages

- English: Proficient
- Nepali: Native
- Hindi: Proficient