



Pradip Neupane

Nationality: Nepalese **Date of birth:** 27/12/1990 **Gender:** Male

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Home: Lalbhitti, 56600 Belbari (Nepal)

WORK EXPERIENCE

Accountant

Nirdhan Utthan Laghubitta Bittiya Sanstha Ltd. [01/03/2015 – 24/06/2018]

City: Kathmandu

Country: Nepal

Website: <https://www.nirdhan.com.np/>

Name of unit or department: Account - **Business or sector:** Financial and insurance activities

Accountants review and analyse financial statements, budgets, financial reports, and business plans in order to check for irregularities resulting from error or fraud, and provide their clients with financial advice in matters such as financial forecasting and risk analysis. They may audit financial data, resolve insolvency cases, prepare tax returns and provide other tax-related advice in reference to current legislation

Customer service officer

Excel Development Bank Ltd [01/07/2018 – 24/04/2019]

City: Belbari

Country: Nepal

Website: <https://www.edb.com.np>

Name of unit or department: Customer service department - **Business or sector:** Financial and insurance activities

Customer service representatives handle complaints and are responsible for maintaining overall goodwill between an organisation and its customers. They manage data regarding customer satisfaction and report it.

Branch manager

Excel Development Bank Ltd [25/04/2009 – Current]

City: Belbari

Country: Nepal

Website: <https://www.edb.com.np>

Name of unit or department: Branch - **Business or sector:** Financial and insurance activities

Branch managers are responsible for the management of all the affairs related with a company in a specific geographic region or business branch. They receive indications from the headquarters, and depending on the structure of the company, they aim to implement the strategy of the company while adapting it to the market where the branch operates. They envision management of employees, communications, marketing efforts, and follow up to results and objectives.

EDUCATION AND TRAINING

Master's Degree in Business Studies

Tribhuvan University [06/08/2011 – 21/02/2017]

City: Kathmandu

Country: Nepal

Website: <https://tu.edu.np>

Field(s) of study: Business, administration and law: *Accounting and taxation*

Final grade: 55.70%

- knowledge of accounting & taxation
- occupational technology (basic principles, hygiene and safety)
- knowledge of business and its economic, legal and social context

Bachelor's Degree in Business Studies

Tribhuvan University [08/07/2008 – 09/04/2011]

City: Belbari

Country: Nepal

Website: <https://tu.edu.np>

Field(s) of study: Business, administration and law: *Finance, banking and insurance*

Final grade: 45.71%

intermediate

Higher secondary education Board [06/05/2006 – 10/09/2008]

City: Belbari

Country: Nepal

Website: <https://www.neb.gov.np>

Field(s) of study: Business, administration and law: *Accounting and taxation , Management and administration , Marketing and advertising , Business and administration not elsewhere classified*

Final grade: 51.30

School leaving certificate

National Examination Board [04/05/2005 – 06/06/2006]

City: Belbari

Country: Nepal

Website: <https://www.neb.gov.np>

Field(s) of study: Business, administration and law: *Accounting and taxation*

Final grade: 58%

Basic Accounting

Shree Bhagawati Higher Secondary School [02/06/2008 – 03/07/2008]

City: Belbari

Country: Nepal

Field(s) of study: Business, administration and law: *Accounting and taxation*

- knowledge of Basic Accounting of social & Business organization
- knowledge of business and its economic, legal and social context

Marketing & Customer Service

Sanima Bank Ltd [23/10/2011 – 23/11/2011]

City: Belbari

Country: Nepal

Website: <https://www.sanimabank.com>

AML/CFT-KYC

National Banking Institute [27/04/2019 – 27/04/2019]

City: Itahari

Website: <https://nbi.com.np>

Field(s) of study: Business, administration and law: *Finance, banking and insurance , Secretarial and office work*

counterfeit Currency & signature Verification

National Banking Institute [26/01/2019 – 26/01/2019]

City: Itahari

Website: <https://nbi.com.np>

Field(s) of study: Currency Note verification

Negotiation Skill

Excel Development Bank Ltd [15/02/2020 – 15/02/2020]

City: Birtamode

Country: Nepal

Website: <https://www.edb.com.np>

LANGUAGE SKILLS

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

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

DIGITAL SKILLS

Microsoft Excel / Microsoft Powerpoint / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced / Google Suite (Doc, Slides, Form, Sheet, Drive)

DRIVING LICENCE

Driving Licence: A

MANAGEMENT AND LEADERSHIP SKILLS

Negotiation Skill

I hereby certify that all entries are true, and I agree and understand that any falsification herein, regardless of time of discovery, may cause forfeiture on my part of any employment.

Belbari Nepal, 05/08/2023