



CONTACT

+971 56 118 2628
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Burjuman, Dubai

SKILLS

- Customer Relationship skills
- Excellent Communication
- Fast Learner
- Leadership skills
- Technical Skills
- Microsoft Word
- Microsoft Excel
- Ims Software

EDUCATION

-Secondary High School 2014 .
Schems Public School
. High School 2016 . Morgan
International College

PREVIOUS WORKING BRANDS

VanHeusen, Allen Solly,
Louis Philippe, WforWomen,
Aurelia, Amrapali, X-mini,
Happily unmarried

LANGUAGE

English, Hindi, Nepali

RISHAP TAMANG

PROFESSIONAL SUMMARY

Results oriented and extremely passionate individuals eagerly looking forward to join with a reputable brand in the field of sales and stores management with my work experience I have earned so far I will definitely give my best to become the asset of the organization.

WORK HISTORY

Pinnacle Brands PVT LTD. Accountant

Sundhara-11, Kathmandu Nepal
2019–2023

- .Analyzed monthly reporting to reconcile production operations and general ledger.
- .Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- .Reconciled accounts from income and expense data to net worth and assets.
- .Updated journal entries and accounts on accrual basis with Tally ERP Software.

IME money transfer and exchange /Cashier frontline

2018

- . Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- . Open/close branches as required and ensuring all tasks checks are completed.
- . Follow compliance procedures , company policies and abides by all health and safety guidelines as per company standards.
- . Perform administrative tasks such as filing, generating reports and maintaining mail correspondence.
- . Provides support and information to customers, over the counter and by phone.
- . Maintain a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.