



Ms. Sujita Tamang

Junior Accountant/Cashier/Administrative Assistant

Summary Profile:

I am dedicated to strategic management and transformative leadership, with a proven track record in audit and internal monitoring teams & has 9 years of solid experience in Nepal's banking sector, including 9 years as Head of Accounts, Cash Handling, and core team member in HR recruitment.

Details

- ◆ Address: Al Nahda 02, Dubai
- ◆ Nationality: Nepalese
- ◆ Mob: +971526207440
- ◆ Email: suzeita.tamang@gmail.com
- ◆ Marital Status: Single
- ◆ Date of Birth: 3 December 1992
- ◆ Visa Status: Visit Visa
- ◆ Visa Expiry Date: 16th Feb 2024

Education

- ◆ Master's in Business Studies -Finance
Tribhuvan University, Nepal 2023 (4th Semester Running)
- ◆ Bachelor in Business Study-Marketing
Tribhuvan University, Nepal 2021
(Graduated)

Language

Nepali : Mother Tongue

English : Proficient level

Hindi : Proficient level

Other Areas of Expertise

- ◆ Team Mobilization
- ◆ Organizational Event Management
- ◆ Procurement Management
- ◆ Business Promotion
- ◆ Account Keeping and Reporting
- ◆ Monitoring & Supervision
- ◆ Remittance Handling

Additional Skills

- ◆ Excellent computer skills
- ◆ Proficient in MS office Suite
- ◆ Trained on accounting/banking software like, Empower, Mfin Plus, Tally & ERP.

International Exposure

- ◆ Bangladesh
- ◆ India
- ◆ Thailand

Work Experiences

Period : 15 May 2018 – 19 November 2023
Position held : Head-Account Department (Senior Officer)
Employer : Samata Gharelu Laghubitta Bittiya Sanstha Ltd

- Overseeing accurate transaction recording.
- Ensuring tax compliance.
- Implementing effective cash management policies.
- Coordinating audits for regulatory standards compliance.
- Ensuring timely insurance claim settlement.
- Payroll Payment
- Procurement

Period : 25 May 2016 – 14 May 2018
Position held : Branch Manager (Officer)
Employer : Samata Gharelu Laghubitta Bittiya Sanstha Ltd

- Overseeing daily operations for smooth functioning.
- Building strong client and community relationships.
- Implementing responsible lending practices through credit policies.
- Collaborating with head office departments for compliance issues.
- Conducting performance evaluations.

Period : 15 January 2014 – 24 May 2016
Position held : Account Clerk (Asst. Officer)
Employer : Samata Gharelu Laghubitta Bittiya Sanstha Ltd

- Open and close customer accounts in line with microfinance policies.
- Process financial transactions accurately and efficiently.
- Reconcile daily, monthly, and periodic transactions.
- Handle cash transactions, ensuring compliance with procedures.

Training Received

Workshop on Intensify Co-ordination & Productivity & Understand Departmental Tasks & Responsibilities

Organized by Shrawan kumar Support pvt Ltd (9-10 Sept 2022)

Enhancing NFRS Implementation Mantra 01

Organized by Shrawan Kumar Support Pvt Ltd (10-11 Sept 2021)

Excel Course: Beginner to Advance

Organized by Learning Infinity (01-08 June 2021)

Advanced Procurement, Contract & Negotiation Management

Organized by ISI, NEPAL (20-22 March 2021)

Microfinance Exposure Visit to Microfinances of Bangladesh

Organized by IDF, Bangladesh (22-29 February 2020)