

Mr. SANJAYA MAHAT

Audit and Accounts Professional

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CAREER OBJECTIVE:

To pursue a career in the field of Financial and Organizational Management, Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique and emerge as a trustable and dedicated Corporate Professional.

PROFESSIONAL QUALIFICATION:

Semi qualified Chartered Accountant.

Level	Completion Year	Marks Secured (%)	Board
CAP I	June, 2016	81	Institute of Chartered Accountants of Nepal (ICAN)
CAP II	June, 2017	53.14	
Internship	September, 2020	3 Years in Audit Firm	

ACADEMIC QUALIFICATION:

Level	Completion Year	Marks Secured (%)	Board
Bachelors of Business Studies (BBS)	2020	58.05	Tribhuvan University
Plus Two Management	2015	84.5	Higher Secondary Education Board (HSEB)
School Leaving Certificate (SLC)	2012	83.63	Government of Nepal (GoN)

WORKING EXPERIENCE

UAE Knowledge & Experience

Accounting	VAT and CT	Secretarial Works
<ul style="list-style-type: none">➤ Quick Books accounting➤ Bank Statement Analysis➤ Book closures and Reconciliation➤ Audit Facilitation➤ Accrual Accounting and Adjustments.	<ul style="list-style-type: none">➤ VAT Filing➤ ESR Notification and Filing➤ Compliance Reporting➤ Updating of various authority documents	<ul style="list-style-type: none">i. ACRA Documents and contract documentsii. Preparation of meeting minutes and agendasiii. Title documents and tenancy agreements.iv. Bank coordination for KYC, TT & LC.v. Other secretarial along with consultants.

Web Surfer Communication System Nepal (Internet Service Provider)

Internal Auditor

Working as an Internal Auditor and accounts supervisor for one of the largest Internet Service Provider (ISP).

S.No.	Type of Service	Client Served	Major Duties and Responsibilities
1.	Internal Auditor and Accounts Supervisor	Web Surfer Communication System Nepal Pvt. Ltd. 1+ years' experience (2023 January to 2024 April)	Banking Reports, Financial Statements, Proposal and PPT, DDA, Internal audit, MIS reporting's, LC and TT coordination,

Bhimeswor Group of Companies

Account Officer

Working as the Senior Account Officer for the leading A Class Construction and Real Estate Company.

S.No.	Type of Service	Client Served	Major Duties and Responsibilities
2.	Senior Accountant	Bhimeswor Builders and Construction Pvt. Ltd. 1+ years' experience (August 2021 to December 2022)	Accounts management, Tax Compliance and Reporting, Bank Reconciliation, Inventory records, JV Accounting and Consolidation, Aging analysis, Feasibility and Investment Analysis.

Madan Niraula & Company (Auditing Firm, Chartered Accountants)

Audit Manager

Working as the audit manager and also member of engagement team in various statutory audits, internal audits, donor audits, tax audits and various special assignments in the different sectors such as banking, insurance, NGO/INGO, Health care, Hydropower, Real Estate and Construction, Manufacturing, government entity, FDI etc. from mid sized Chartered Accountant Audit Firm.

S.No.	Type of Service	Client Served	Major Duties and Responsibilities
3.	Audit Manager	Audit of around 50+ audit clients along with wide industries exposure. (Internal and External)	Audit Planning, Fieldwork, Reporting (criteria, condition, cause, consequence, and corrective action), Audit Report and follow up review.

Major Services provided to the client during the Audit Manager role.

Type of Service	Duties and Responsibilities
Internal Audit	<ul style="list-style-type: none">• Audit planning & Programming- Preparation of planning document, risk assessment, audit program, internal control questionnaire and client specific compliance checklist• Field work-Vouching & verification, ledger scrutiny, inquiry with management personnel, balance confirmation, site visit etc.• Issue Summary & Discussion-Preparation of Summary of Audit Differences and other issues for the partners review, discussion of identified issues (control, financial and compliance) with management.• Reporting & Communication- Preparation of Management Letter, Audit report as per applicable International Auditing Standards (IAS) and communication to client.• Compliance Reporting- Corporate Laws and regulation compliance reporting.• Draft of Internal Byelaws – Various Bye laws like Finance Bye laws, HR Bye Laws, TADA Bye Laws draft preparation.• Internal Audit Manual: Assistance in preparation of Internal Audit Manuals of different private entities and NGO / INGO's.• Preparation of Financial Statements as per IFRS and GAAP.
Statutory Audit	
Advisory & Consultancy	
Special Assignments (Bank Reconciliation, Physical verification, Full Audit, DDA, Software Implement, Internal Control etc.)	

Proficiency in Accounting Software like Quick Book (Intuit), Tally and Other ERPs.

PERSONAL DEVELOPMENT:

- IT training of 140 Hours conducted by ICAN.
- Working knowledge of Tally and report generation skill of other organizational software like Tally, ERP and many more used by the clients during audit.
- Computer skills on • Microsoft Office Package: Outlook, Word, Excel, Power point & Accounting Software.
- Various in-house training organized by Madan Niraula & Co. related to VAT, Tax, IAS and IFRS

STRENGTHS

- Learning nature, dedicated to work, punctual and initiative.
- Ability to work with team, ability to adopt changes quickly.
- Strong ethics, with an ability to manage confidential data.
- Analytical Skills
- Knowledge of financial, accounting and administrative procedures.
- Understanding of organizational operational procedure

PERSONAL DETAILS

Date of birth: 9th June, 1996
Languages Proficiency: English & Hindi (Fluent)
Current Address: Burjuman Metro Station, Dubai

REFERENCES

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