

# CA Santosh Limbu

Chartered Accountant, ICAI

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Currently on Visit Visa | Available for immediate Joining

## Profile Summary

Results-oriented and Analytical Chartered Accountant with post qualification experiences of more than 4 years in finance, taxation, Audit and Assurance, accounting, and Compliance. Skilled in financial reporting, auditing, cost analysis, budgeting and forecasting, accounting and bookkeeping, and team management. Seeking a dynamic role to utilize my expertise and passion to foster positive outcomes across the domains leveraging my career growth together with organizational growth.

### Skills:

- Financial Reporting
- Financial Planning and analysis
- Budgeting and forecasting
- Cost analysis and control
- Statutory audit and internal audit
- Accounting, Reconciliation, and Book closing
- VAT and Corporate Tax

### Technical Skills:

- Proficient knowledge of MS excel & Office Package.
- Working experience with Tally ERP, Swastik.
- Basic knowledge of finacle.

### Sectors Served:

- Banking and Insurance
- Construction
- Trading
- Travel and Hospitality
- Hydropower
- Health and education sector
- Poultry

## Working Experiences:

### Branch Manager at NIC Asia Bank Limited

November 2021 - June 2024

- Oversees all operational functions, customer services, human resources, administration, and sales.
- Ensure compliance with all applicable laws, regulations, and policies.
- Visit and evaluation of collateral and business of customers for providing credit facilities.
- Monthly/quarterly inspection of business and stock hypothecated with the bank.
- Evaluation of collateral, business, performance, and payment history for renewal/continuity of credit facilities.
- Assess market conditions and identify current and prospective business opportunities.
- Develop and implement strategies to meet the budget/targets.
- Provide training to the branch's personnel.
- Create networks to improve the presence and reputation of the branch and company.
- Adhere to high ethical standards and comply with all regulations/applicable laws.
- Review and Support of Credit files initiate by relationship managers.

**Assistant Manager at NBSM & Associates, Chartered Accountants, Statutory/Internal Audit: As Team Leader** **July 2020–November 2021**

- Preparation of audit plan and ensure completion of the same within the time.
- Reconciliation of Purchase/Sales/Vat/TDS.
- Review of works done by the engagement team.
- Review of Audit Documentation.
- Income Tax returns and Verification.
- Review of statutory compliances.
- Review of compliance with the company's policies, guidelines, Circulars, etc.
- Evaluation of the internal control system and recommendations to improve it.
- Preparation of financial statements and Audit reports.
- Preparation of internal audit report.
- Conducting entry and exit meetings with clients.

**Manager – Finance & Account, Kantipur Vet Group of Companies** **March 2019–March 2020**

- Financial Analysis and preparation of Monthly MIS and presentation to the Board.
- Ensure month-end and year-end closure.
- Preparation of annual budget, business projections, and forecasting.
- Improve the accounting system through system evaluation.
- Supervise accounting process and enforce compliance with company policies and financial reporting standards.
- Evaluate/implement accounting procedures and internal control systems.
- Tax Planning and execution.
- Preparation of projected and provisional financial statements, NTA, and other reports as per requirement of management and financial institutions.
- Management of Cash flow and timely ensure of cash balances for upcoming payments.
- Oversees and management of Team.
- Dealing with outsider parties for auditing, consultancy services, and loan management.
- Tracking the company's financial status and performance to identify areas for potential improvement.
- Analysis of Debtors and Creditors Balance, Recovery Period.
- Statutory Compliances related to account and finance.

**Officer at NBSM & Associates, Chartered Accountants, Auditing/Taxation/Accounting/Book Keeping** **December 2017 to February 2019**

- Preparation of draft financial statements, internal audit reports, and audit work papers.
- Participate in audit Planning and execution of internal and statutory audits as per the agreed scope of work.
- Review of Accounting Entries made by the clients.
- Bookkeeping and monthly closing of books.
- Vat Reconciliation and Return.
- TDS Calculation and E-TDS filling.
- Preparation and finalization of Payroll.
- Bank Reconciliation.
- Party Reconciliation.

**Article Assistant- Anup Simple Agrawal & Company, Chartered Accountants, New Delhi  
October 2014 to October 2017**

- Part of audit team for conducting internal audit and statutory audit of various companies.
- Preparation of draft financial statements, audit working papers, and projected financial statements.
- Preparation of various schedules including prepayments, accruals, depreciation etc.
- Accounting entries in the books of account of several clients.
- Conduct of concurrent audit of the bank as a team member.
- Reconciliation of TDS and VAT.

**Computer Proficiency and Training:**

- Completed advanced level certification course for Branch Manager.
- Completed training program on Collateral Quality Assurance.
- Working Knowledge of OCAS, MS-Excel, Ms-Word, and MS-PowerPoint.
- Working Knowledge of Accounting Software Tally, School Plus, Swastik, Finpro, Masspro, Fact, QHMS (Quick Hospital Management Service).
- Completed 100 Hours Information Technology Training Program Conducted by ICAI.
- Completed 35 Hours Orientation Program Conducted by ICAI.
- Completed General Management Communication Skills-I (GMCS-I) Conducted by ICAI.
- Completed Advanced Management Communication Skills Conducted by ICAI.
- Completed Advanced Information Technology Conducted by ICAI.

**Key Personality Traits:**

- Assiduous and analytical, Punctual, Time-efficient, Methodical working, tactic, team management and leadership
- Very friendly in nature promoting team spirit
- Self-motivated person with having positive attitude
- Ready to apply knowledge and self-confidence with a professional attitude
- Dedicated and Success-oriented
- Ready to take on challenges

**Professional/Academic Qualifications:**

Degree	Institution	Year
Chartered Accountant	The Institute Of Chartered Accountants of India	November 2019
+2 Level (Accountancy & Economics)	Higher Secondary Education Board-Nepal	July 2012
10 <sup>th</sup> (Math & Accountancy)	Nepal Board	April 2010

**Language Proficiency:**

- English
- Hindi
- Nepali

**Interests and Hobbies:**

- Watching Interviews.
- Reading Books.
- Listening Music.

**Personal Details:**

Date of Birth : 1994  
Gender : Male  
Marital Status : Married  
Nationality : Nepali

I certify that the details mentioned above are true and complete to the best of my knowledge and experiences.