

Niraj K.Dhakal

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OBJECTIVES

Seeking an accounting position where I can apply my extensive experience in financial reporting, bookkeeping, accounts payable/receivable, and payroll management.

SUMMARY OF EXPERIENCE

- Over 10 years of experience in the accounting field using accounting software such as ERP and QuickBooks.
 - Expertise in bookkeeping, accounts receivable/payable, and financial reporting.
 - Skilled in data entry for account reconciliation and preparing financial reports using QuickBooks.
 - Proficient in preparing financial statements: Profit & Loss (P&L), Balance Sheet (B/S), and Cash Flow (C/F).
 - Experienced with Microsoft Office Suite: Word, Excel (including Pivot Tables and VLOOKUP), and PowerPoint.
 - U.S. Citizen with a Colorado Driver's License and reliable transportation.
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EDUCATION

Post Graduate in Business Economics with a Specialization in Finance and Accounting
WLC College New Delhi, Delhi, India

PROFESSIONAL EXPERIENCE

1) Senior Accountant

Apex Sourcing & Manufacturing – Littleton, CO

August 2022 to Present

Accounts Receivable

- Prepare and send customer invoices daily.
- Receive customer payments, mark invoices as paid and prepare deposits.
- Handling customer inquiries regarding invoicing issue.
- Processing Credit Memos and refunds for customers.
- Prepare customer statements, tracking overdue invoices and follow up on collections.

Accounts Payable

- Checking and verifying vendor invoices and expenses, and input them in the book.
- Review vendor statements for accounts reconciliation and identify any discrepancies.
- Prepare Checks or process ACH payments and file paid bills or invoices.
- Track Tariff & Duties; reconcile at month-end.
- Apply Wire payments to vendor invoices in QuickBooks and shipping software-EasySourcing.

Commissions

Track and calculate commissions earned and process payments monthly.

Payroll

- Process payroll via third party payroll company for employees and 1099 contractors.
- Enter payroll data into check register.

Month End Close & Financial Statements

- Reconcile bank accounts, all balance sheet accounts and select expense accounts.
- Post General Journal Entries.
- Reconcile Accounts Payable with manufacturer and inventory.
- Prepare Monthly Financial Reporting Package in accordance with GAAP: Profit & Loss Statement, Balance Sheet, Cash Flow Statement, and Sales Reports.
- Provide Year End Financial Reporting to Independent CPA firm.

All above transactions managed using QuickBooks and FishBowl

2) Accountant

Accounting and Tax Solution - Denver, CO

August 2018 to August 2022

- Provided monthly bookkeeping and data entry services for multiple clients across various industries.
- Reconciled accounts to ensure accuracy and compliance.
- Managed payroll and prepared related reports.
- Submit tax liabilities to the government agencies.
- Handled sales tax preparation and filing.
- Prepared financial reports and tax filings.

All above transactions managed using QuickBooks and Tax Act

3) Senior Accounts Executive

Gorkha Brewery Pvt. Ltd/ Carlsberg Company Denmark

June 2011 to March 2017

- Manage and post Sales, Brand/Trade Marketing Claims, Staffs Claims and Insurance related Journal Entries
- Maintain AR and AP
- Processed payment and received vouchers, ensuring proper entry for payables and receivables.
- Conducted Supplier's Account Reconciliation & Confirmation
- Manage Suppliers Aging reports
- Perform POS Valuation, Consumption and Local Material Valuation & Entry
- Handle LC (Letter of Credit) Valuation and Reconciliation
- Update Daily Bank Status & Fund Transfer to Interest Gain Account
- Perform Bank Reconciliation
- Scrap Accounting
- File and make payments for TDS (Tax Deduction at Source) to the government agency
- Update VAT Claims for Sales and Purchase Registers on a monthly basis

All above transactions managed using ERP - Computerized Accounting Software

SKILLS

- Professional Accounting Training
- Tax Management
- Social Mobilization
- MS Office: Word, Excel (Pivot Tables, VLOOKUP), Power Point
- Accounting Software: ERP, QuickBooks, EasySourcing, FishBowl, TATA EX and TALLY

LANGUAGES

English, Nepali and Hindi-Indian
