



# PAPPU SHARMA



## CONTACT

@ ps8434204@gmail.com

9802727268



Karkach karmaiya, Dewahi Gonahi Municipality.



## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



## EXPERIENCE

### Nepal overseas marketing company Pvt Ltd

**2022 - Recently working**

Account officer

\* Bank entries related transaction as like cash payment voucher, outgoing payment and incoming payment.

\* Create Journal voucher, bank reconciliation, Lc process and commercial invoice tracking in excel.

\* Create customer and Vendor ledger.

\* Maintain sales vat register, purchase vat register and billings sales invoice.

\* Create purchase order.

\* Account payable (AP) and Account Receivable (AR).

### United Distributors Nepal Pvt Ltd

**2019 - 2022**

Account assistant

\* Bank entries related transaction as like cash payment voucher, outgoing payment and incoming payment.

\* Create Journal voucher, bank reconciliation, Lc process and commercial invoice tracking in excel.

\* Create customer and Vendor ledger.

\* Maintain sales vat register, purchase vat register and billings sales invoice.

\* Create purchase order.

\* Account payable (AP) and Account Receivable (AR).

### Nageshwori saving and credit co-operative Pvt Ltd

**2015/11 - 2017-05**

Field marketing and Accountant

\* Collection of money from market and create customer.

\* Data entry in accounting software.



## EDUCATION

### Thakur Ram Multiple Campus

**2021**

Bachelor of Business Studies/BBS  
43.40

### Birgunj Public College

**2014**

Intermediate level  
54



## SKILLS

Sales, Sap, ERP, Microsoft office, Microsoft word, Decision making, Problem Solving. Powerpoint, Excel.



## REFERENCE

**Binita sah - Kanti Bal Hospital, Kathmandu**

Staff nurse

Binibidya769220@gmail.com  
9815262769

● Birgunj Academy

2012

S.L.C  
61.25



## PROJECTS

● International society for Olympiad (ISFO)

- \*Counseling for students.
- \*Visit school and colleges.



## INTERESTS

- \*Photoshop.
- \*Cricket
- \*Reading newspaper.
- \*Surfing through internet.

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