



# PUSPA ARYAL

+97471341020

puspapaudel059@gmail.com

AL Wakrah , Qatar

## EDUCATION

Higher Secondary Education  
Shree Maindada Secondary School  
jan-2019

Bachelor in Business Studies  
Lumbini Banijya Campus  
jan- 2023

## SKILLS

- Financial Reporting
- Payroll Processing
- Tax/VAT filing
- Accounting
- Bank Reconciliation
- Accounting Software
- Audit Support

## LANGUAGE

English

Hindi

Nepali

## Professional Summary

Takes on challenging new role harnessing interpersonal skills, collaboration and problem- solving. Driven to deliver high- quality service and consistent results.

## WORK EXPERIENCE

Accountant  
jan 2023-Dec 2024

Sworgadwari Transport PVT LTD

- Managed complete accounting cycle including journal entries and ledger maintenance
- Prepared monthly P and L statements, balance sheets, and cash flow reports.
- Filed income tax, VAT, and other Statutory returns in compliance with Nepalese regulations
- Reconciled 15+ bank accounts monthly with 100% accuracy
- Processed 50+ vendor invoices weekly and managed accounts payable

Banking intern  
jan 2022-Mar2022

Shine Resunga Bank LTD

- Processed customer deposits, withdrawals, and fund transfers
- Assisted in preparing loan documentation and KYC verification
- Resolved customer inquiries daily regarding account statements and transactions.