

Curriculum Vitae

Mr. INDRA CHAPAI

Permanent Address : Shankarnagar V.D.C – 2, Rupandehi
Tel. No. 071 – 437254
Mailing/Contact Address : Indra Chapai
Shankarnagar V.D.C-2
E – Mail: indra008@rediffmail.com
Mobile: 9806916454
Phone No. 071-437254 (Resi.)

Job timeline in reverse Chronological order

June 2007 – Till Date

Glorious College
Manimukunda College
New Horizon College

Position: **Lecturer**

Proficient In: Finance, Investment, Human Resource Management, Marketing, Hotel Management and subjects related to Finance and Management.

September 2005 – January 2007

Tibetan Handicraft Industry,

Manufacturing and Exporting Industry, Nepali Handmade Paper

• Position: **Finance and Administration Officer**

- Handling overall aspect of financial transaction in relation to National and International Sales and purchase of raw Material
- Regularly updating the books of accounts like Funds, Expenses, Creditors, Debtors, Freight, Cargo, Bank, Cash and managing the inventory.
- Preparation of Quarterly, Monthly Budget and allocation of resources as per the requirements.
- Financial Report preparation for in house and external reference and for auditing.
- Regular preparation of transaction summary statement and provide to foreign customers as when needed.
- Monitoring other functional areas like Printing, Calendering, and Production Department.
- Preparation of Payroll for Salary Distribution.
- Responsible for entire Information Technology enabled services and recording the financial transaction using accounting software Tally.

December 2003 – November 2004

- Taken home Tuition classes on Finance and Investment and involved in Thesis preparation.

Professional Summary

- Simple but dynamic, confident and committed for excellence and enjoy challenging working environment as learner.
- Specialized in the field of Finance, Management Information System and Administration
- Practical, believe in work, love work, and interested to work in team.
- Interested to travel frequently in the field to gain practical knowledge.

Technical Skill

- Tally Graduate Course, An advance course in computer based accounting system, Infrosoft Computer and Services, Putalisadak, Kathmandu.
- Certificate in Basic Hardware and Networking, Bonafides Institute, Putalisadak Kathmandu. Nepal. 3 month's course ended on March 2005.
- Field Engineering a course on Computer Hardware and Maintenance from CMS Institute Noida, India. 9 months course, November, 2001.
- Certificate in Computer Application (C.C.A) six months course from Microsys Computer Pvt. Ltd. Butwal. Course includes:
Fundamentals of Computers, Ms.DOS, Windows 95/98, Ms Word – 2000, Ms Excel – 2000, Ms Powerpoint – 2000, Windows NT and Networking, Programming in Ms Access – 2000 , Internet and E-mail , Virus Scanning , Multimedia , Hypertext Markup Language (HTML). 6th Feb. 2001

Academic Background

- Tribhuvan University, Nepal, **Masters of Business Studies**, 2003
Division 'First'
- Tribhuvan University, Nepal, **Bachelor of Business Studies**, 2001
Division 'Second'
- Higher Secondary Board, Nepal, **Intermediate in Commerce**, 1998
Division 'Second'
- Secondary Education Board of Assam, India, **High School Leaving Certificate**, 1996, Division 'Second'