

# BISHAL PANDEY

📞 (+977-9825353208)

✉️ bishalp3669@gmail.com

💼 bishalpandey.info.np

## Education

<b>Mahendra Multiple Campus</b> <i>Bachelor of Business Management (BBM)</i>	<b>2021 – 2025</b> <i>Dharan, Sunsari</i>
<b>Kasturi College</b> <i>Higher Secondary Level (Management)</i>	<b>2018 – 2020</b> <i>Itahari, Sunsari</i>

## Work Experience

<b>Bishal Security Service Pvt. Ltd.</b> <i>Accounts &amp; Payroll Assistant</i>	<b>April 2023 – Present</b> <i>Itahari, Sunsari</i>
– Managed <b>employee records</b> , attendance, and coordination for salary processing – Prepared and distributed <b>employee salaries</b> , ensuring accurate and timely payments – Verified <b>payment details</b> , maintained cash/payment records, and supported basic accounting tasks	
<b>Sharma &amp; Dalmia Associate</b> <i>Bookkeeping &amp; Recording</i>	<b>Jan 2025 – May 2025</b> <i>Itahari, Sunsari</i>
– Maintained sales, purchase, and stock records using <b>Tally ERP 9</b> and manual registers – Supported audit processes including <b>VAT, TDS, PAN, reconciliation, and documentation</b> – Developed practical skills in accounting, auditing, teamwork, and professional communication	

## Certification

<b>Khas Ko Thali</b> — Synapse Startup Competition (Winner)	<b>2024</b>
• Team-based startup project focused on cultural and ethnic food • Designed a sustainable business model to preserve tradition	
<b>Event Organizer</b> — Otaku Festival	<b>2024</b>
• Managed sponsorship and marketing activities • Created promotional videos and coordinated event logistics	

## Key Skills

- Strong communication, teamwork, and leadership through startup and event projects.
- Effective problem-solving skills applied in competitive and real-world situations.
- Excellent time management, handling multiple tasks and deadlines efficiently.