

BISHAL PANDEY

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Education

Mahendra Multiple Campus

Bachelor of Business Management (BBM)

2021 – 2025

Dharan, Sunsari

Kasturi College

Higher Secondary Level (Management)

2018 – 2020

Itahari, Sunsari

Work Experience

Bishal Security Service Pvt. Ltd.

Accounts & Payroll Assistant

April 2023 – Present

Itahari, Sunsari

- Managed **employee records**, attendance, and coordination for salary processing
- Prepared and distributed **employee salaries**, ensuring accurate and timely payments
- Verified **payment details**, maintained cash/payment records, and supported basic accounting tasks

Sharma & Dalmia Associate

Bookkeeping & Recording

Jan 2025 – May 2025

Itahari, Sunsari

- Maintained sales, purchase, and stock records using **Tally ERP 9** and manual registers
- Supported audit processes including **VAT, TDS, PAN, reconciliation, and documentation**
- Developed practical skills in accounting, auditing, teamwork, and professional communication

Certification

Khas Ko Thali — Synapse Startup Competition (Winner)

2024

- Team-based startup project focused on cultural and ethnic food
- Designed a sustainable business model to preserve tradition

Event Organizer — Otaku Festival

2024

- 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.