

Ashmita Pandit

Entry-Level Accountant & Intuit Certified Bookkeeper

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Professional Summary

Detail-oriented and Intuit-Certified Bookkeeper with a solid academic foundation in Business Management and Financial Accounting. Proficient in QuickBooks Online and Microsoft Excel, with demonstrated expertise in double-entry bookkeeping, accounts payable/receivable, bank reconciliations, and financial report preparation. Highly skilled in maintaining accurate general ledgers, identifying reconciliation discrepancies, and delivering precise month-end support while adhering to strict confidentiality and internal controls.

Core Competencies & Technical Skills

Accounting & Bookkeeping: Double-Entry Bookkeeping, General Ledger Maintenance, Accounts Payable (AP) & Accounts Receivable (AR), Bank Reconciliation, Chart of Accounts Setup, Month-End Close Procedures, Trial Balance Preparation, Accrual & Cash Basis Accounting

Software & Applications: QuickBooks Online, Microsoft Excel (Pivot Tables, VLOOKUP, XLOOKUP, SUMIF/SUMIFS, Data Validation, Data Cleaning), Google Sheets, MS Office Suite (Word, PowerPoint, Outlook)

Financial Reporting: Profit & Loss Statements (Income Statement), Balance Sheet Preparation, Cash Flow Fundamentals, Expense Tracking, Invoicing & Billing

Core Strengths: Financial Accuracy & Data Precision, Analytical Thinking, Process Documentation, Vendor/Supplier Relations

Education

Shanker Dev Campus (Tribhuvan University)

Bachelor of Business Management (BBM), CGPA: 3.78 / 4.00

2021 – 2025

Kathmandu, Nepal

– Relevant Coursework: Business Mathematics, Accounting, Finance, Taxation, Statistics

Practical Accounting Projects

Practical QuickBooks Online & Applied Bookkeeping Simulation

Accounting Lead / Project Portfolio (Self-Directed Portfolio)

- Built and structured customized Charts of Accounts tailored for virtual business environments
- Recorded sales invoices, customer receipts, supplier bills, and purchase transactions using double-entry principles
- Executed monthly bank reconciliations, successfully identifying and correcting ledger discrepancies
- Generated key financial reports, including Trial Balances, Profit & Loss Statements, and Balance Sheets
- Applied accrual accounting concepts to accurately log adjusting journal entries and manage fixed asset/depreciation fundamentals

Professional Experience

Event Management & Operations Intern

MICE International Service Pvt. Ltd.

Nov 2024 – Jan 2025

Kathmandu, Nepal

- Coordinated payment schedules and operational requirements with suppliers and external vendors to support Accounts Payable tracking
- Managed administrative recordkeeping and operational documentation, maintaining total data accuracy and confidentiality
- Supported internal reporting and operational tracking in a fast-paced environment, consistently meeting tight financial and administrative deadlines

Certifications

Intuit Certified Bookkeeping Professional (Level 1, Level 2 & Enterprise Suite) — Intuit ProAdvisor Academy

Mastering QuickBooks 2025 — Coursera

Google Data Analytics Professional Certificate — Coursera

Excel for Accountants — Khata Academy