

# Salam Miya Thakurai

*Accountant / Sales Manager*



**QID: 29952423088**

**Nationality: Nepali**



+974 71814323



salammiya445@gmail.com



Doha, Qatar

Dedicated and detail-oriented Accountant / Sales Manager with over 5 years of experience in financial record keeping, customers and cash handling, invoice processing, and accounts support. Skilled in managing daily transactions, bank reconciliation, petty cash, and financial reporting. Strong communication skills with polite and professional behavior when dealing with customers, vendors, and team members. Hardworking, reliable, and committed to maintaining accuracy, confidentiality, and smooth financial operations.

## Experience

### **Accountant / Sales Manager**

**Aayan Readymade Traders - Kathmandu, Nepal**

Feb 2020- Dec 2025

- Maintained 50+ daily financial, sales and purchase records with high accuracy
- Processed 200+ invoices, payment vouchers, and purchase orders monthly
- Handled daily cash and Cheque transactions.
- Entered and maintained data in Excel to track financial information and performed daily bookkeeping operations.
- Provided polite and professional customer service during billing.
- Identified trends and worked accordingly.
- Managed petty cash fund and tracked business expenses.
- Assisted in payroll preparation for 25–50 employees.

## Skills

---

- Financial Record Keeping
- Cash Handling & POS Operations
- Accounts Payable & Receivable
- Invoice & Payment Processing
- Petty Cash Management
- Payroll Support
- Strong Communication Skills
- Polite & Professional Customer Service
- Hardworking & Reliable
- Teamwork & Time Management
- Barcode Printer TSC TTP- 225(Bar Tender Software)
- Tally ERP (Basic Knowledge)
- CCTV operation to track activities.
- Managing paid social media advertising campaigns.
- Document Management & Filing
- ERP Systems (Basic Knowledge)
- MS Office (Excel (Advance), Word, Outlook)

## Language

---

**Advanced English, Urdu.**

**Native Nepali, Hindi.**

## Education

---

**Bachelor of Science in Information Technology**

**Hemwati Nandan Bahuguna Gharwal University**

2017 - 2020

CGPA: 7.63 / 10

**AVAILABILITY: IMMEDIATELY**