

Keshab Dahal

Deputy Director (Finance)



General

Nationality: Nepali

Sex: Male

Date of Birth: 24th Dec., 1981

Language: Nepali, English and Hindi

Parents: Divya Raj Dahal and Devaka Dahal

Address:

Permanent: Gauradaha- 01, Jhapa District, Nepal.

Temporary: Madyapur Thimi Metropolitan City, Ward No. 09, Nikosera, Bhaktapur

Office: **National Judicial Academy (NJA)**

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Academic Qualifications

- Bachelor of Laws (L.L.B.), 2020, Tribhuvan University, Faculty of Law, Nepal Law Campus, Kathmandu, Nepal.
- Master of Business of Studies (M.B.S.) (2006), Shankar Dev Campus, Tribhuvan University, Kathmandu, Nepal
- Bachelor's Degree in Management (B.B.S.) (2003), Damak Multiple Campus, Tribhuvan University, Kathmandu, Nepal
- Certificate in Management (I.Com.) (1999), Damak Multiple Campus, Tribhuvan University, Nepal
- School Leaving Certificate (S.L.C.) (1996), Mechi Awasiya Madhyamik Vidhyalaya, Damak, Jhapa District, Nepal

Job Experiences

Since May 2010 from to-date – Deputy Director (Finance) at National Judicial Academy, Nepal

Skills:

- Computer Operation Skills:
 - MS Word, MS Excell and MS Power Point

- Software operation: Talley, Swostic- Gold, C-GAS,PAMS
- Driving: Motercylce,Light Vehicls.

Seminar/Workshop/Training Participated

- Induction Training on Public Financial Management for account officer, 2010, Kathmandu, Nepal.
- Regional Conference of Judges and Judicial Educators on Judicial Education and Enhancing Access to Justice, Sep 22 to 24,2013,Lalitpur, Nepal

Language Fluency: Nepali, English and Hindi

Roles and Responsibilities:

- Prepare and develop necessary contractual documents related to procurement of goods and services and its performance.
- Prepare the budget, work plan of various project's programme funds, prepare financial reports, and send it to concerned donor.
- Keep up date records of the assets and periodic physical verify of the assets and report to executive committee of the organization.
- Compliances of all taxes as per the prevailing taxation rules and deposited to concern IRO and provide copy of deposition to concerned staff and vendors.
- Prepare day-to-day financial transection (Vouching, Ledger Entry, Bank/Cash Flows etc.)
- Assis and facilitate to Internal and external Audit of the Organization and full compliance of audit recommendations in next fiscal year's transactions.
- Prepare periodic and final accounts, bank reconciliation and status of fund balance and periodic Financial Reports to donor as prescribed under their format.
- Perform other administrative and financial duties related to the project as assigned by the Executive Director.

VISITS: India,Pakistan,Republic of Korea,Sreelanka,Bhutan,Thiland,China & Australia.

I certify that the above statement made by me are true, complete and correct to the best of my knowledge and belief.

Date: Dec, 2023.

Keshab Dahal