

ANKIT PANDEY

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PROFESSIONAL EXPERIENCE

Bullzeye Financial Services

Butwal, Province 5

Accounts Team Lead

September 2021 – Present

- Lead a team of 4 to look after the accounts department of the client, Brighton College Australia; **cleaned up 1.5 years long backlogs within 3 months**, preventing significant costs in the penalty that could cause due to delay in Business Activity Statement (BAS) submission.
- Managed an accelerated aged tuition fee (debt) collection, **recovering more than 60% overdue** within 45 days.
- Cleared a year-long commission calculation, processing payment to more than 65 agents (businesses supplying students to clients) from different parts of the world; streamlined the commission calculation and payment process leading to an increase in agent **retention and student application by 80% and 30%**, respectively, in the year 2022.
- Prepared and analyzed financial forecast budgets, and other documents to participate in the Export Market Development Grants (EMDG) program and helped the client in **claiming a grant worth \$27,000** for the year 2021/22.

Swyet Swarna Investment Private Limited

Kathmandu, Province 3

Analyst

April 2020 – September 2021

- Did the valuation of **more than 100 companies listed in the Nepse Stock Exchange** using the DCF model.
- Revised Investment Policy Statement for retail clients, and formulated rebalancing policy, thereby **achieving 100% client retention**.
- Kept track of microeconomic indicators and provided the reports to seniors to make informed decisions.
- Stock Screening based on the fundamental approach to identify undervalued stocks; kept track of microeconomic indicators.

Laxmi Capital Market Limited

Butwal, Province 5

Business Development and Relationship Assistant

January 2019 – March 2020

- Actively supported the setting up of a new branch and devised a strategy to use local resources, **reducing overhead expenses by 8%**.
- Coordinated various seminars and organized various training programs to increase awareness of the capital market and build the company's presence in the newly penetrated market, increasing **the client base by 5%**.

EDUCATION

Pokhara University (Bachelor of Business Administration-Banking and Insurance)

September 2018

- 3.7 CGPA out of 4; nominated in the Dean's List and received a 100% merit-based scholarship.

EXTRACURRICULAR ACTIVITIES AND COMMUNITY SERVICES

- Did **bungee** jump from The Cliff (228 m), the world's second-highest bungee jump, on 19th January 2023.
- Initiated, coordinated, and hosted a first-ever cultural event and presentation competition, SIC Fest 2018.
- Became the Winner of the Public Speaker Butwal 2017, a public speaking competition organized by Butwal Jaycees.
- Took classical singing class for 2 years and monitored community singing competitions.
- Volunteered public awareness program by the local government against open defecation.
- Managed and assisted blood donation campaigns in association with the Nepal Red Cross Society.
- Taught yoga and meditations for free to more than 100 people to promote physical and mental well-being after Covid.
- Have been working Part-time Tutor of high school level Accounting, Finance & Statistics since 2016; have taught over **400 students**, achieving a **96% pass rate**, and mentored **50** financially challenged students for **free**.

SKILLS

- Excel Functions, Basic Financial Modeling, Financial Analysis, Accounting, and Book Keeping
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