

UBARAJ GIRI

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SUMMARY

Senior Accounting and Administration professional with **27+ years** of progressive experience in senior roles such as Chief Account & Tax Officer, Finance & Administration Head, Deputy Finance Controller, General Administration & HR Manager, and Executive Manager across semi-government, private, and international organizations. Recognized for excellence in financial control, taxation, compliance, administrative systems, and organizational leadership.

WORK EXPERIENCE

FINANCE AND ADMIN HEAD

2018 A.D. - 2025 A.D.

Cosmos College of Management and Technology, Sitapaila, Kathmandu

Total Duration: 7 Years

- Led overall finance and administrative operations of the institution, ensuring accuracy, transparency, and compliance.
- Prepared and reviewed financial statements, reports, and vouchers, with full responsibility for accounting and financial controls.
- Served as authorized cheque signatory, overseeing institutional payments and cash flow management.
- Conducted daily accounting and financial monitoring, budgeting, and expense control.
- Managed human resources functions, including recruitment, staff records, payroll, and performance coordination.
- Supervised procurement processes, vendor management, and asset control to support academic and administrative needs.

GENERAL ADMIN & HUMAN RESOURCE MANAGER

2015 A.D. - 2017 A.D.

Casino Royale under GILT INVESTMENT PVT.LTD, Hotel Yak & Yeti , Kathmandu

Total Duration: 2 Years

- Led overall administrative and human resource management, ensuring effective workforce governance, policy compliance, and operational efficiency.
- Developed and implemented HR policies covering recruitment, placement, discipline management, and maintenance of personnel records.
- Represented the organization in agreements, contractual matters, and official administrative dealings.
- Managed industrial relations, including handling trade unions and maintaining constructive labor relations.

DEPUTTY FINANCE CONTROLLER

2010 A.D. - 2015 A.D.

Casino Royale under GILT INVESTMENT PVT.LTD, Hotel Yak & Yeti , Kathmandu

Total Duration: 5 Years

- Managed cash operations, banking transactions, and accounting records, ensuring compliance with internal controls and regulatory requirements.
- Handled guest-related financial transactions, administrative payments, and expense disbursements in accordance with approved policies.
- Coordinated with international cash collection offices and agents, ensuring timely reconciliation and reporting.
- Prepared and submitted frequent financial and cash flow reports, including time-sensitive operational reporting.
- Oversaw supplier coordination and procurement-related financial management, along with other financial operations of the casino.

ADMIN CUM ACCOUNT OFFICER

2004 A.D. - 2009 A.D.

Reyukai International, Sanepa, Lalitpur

Total Duration: 5 Years

- Managed accounting records, financial reports, and regular submission to management, ensuring accuracy and compliance.
- Controlled organizational expenses, budgeting support, and financial monitoring.
- Coordinated with Reyukai members, including administrative and financial support, and conducted Reyukai teachings and orientations for members.
- Handled staff administration, internal coordination, and personnel-related matters.
- Prepared board meeting minutes, maintained official records, and ensured systematic documentation and record keeping.

CHIEF EXECUTIVE MANAGER IN COOPERATIVE

2001 A.D.- 2003 A.D.

Pokhara Metropolitan City Office, Pokhara, Nepal

Total Duration: 2 Years

- Oversaw overall operations of the cooperative, ensuring compliance with government regulations and organizational policies.
- Managed staff supervision, deposit collection, and loan disbursement, maintaining operational efficiency and financial control.
- Organized board meetings and provided monthly reports on accounting, deposits, and loans to support decision-making.
- Acted as the primary liaison with clients and depositors, ensuring excellent service and stakeholder engagement.

CHIEF ACCOUNT & TAX OFFICER

1993 A.D. - 2001 A.D.

Pokhara Metropolitan City Office, Pokhara, Nepal

Total Duration: 9 Years

- Led municipal accounting and taxation management, including revenue collection, expense payments, and financial control in compliance with government regulations.
- Developed and drafted tax policies and revenue programs, presenting proposals to the Municipal Board to strengthen tax collection systems.
- Regularized municipal revenues and expenditures, ensuring accurate records and successful completion of final audits.
- Provided financial and taxation advisory support to the Mayor, Deputy Mayor, and municipal board for informed decision-making.
- Represented the Metropolitan City Office in financial meetings, seminars, and inter-agency forums, contributing to the development of efficient and transparent accounting and taxation systems.

EDUCATION

Master in Business Administration (MBA)

Major in Marketing and consumer behavior & Financial management

Prithivi Narayan campus, Tribhuwan University

Bachelor in Management (BCOM)

Major in Accounting and Finance

Prithivi Narayan campus, Tribhuwan University

Bachelor in Education(B.ED)

Majoring in Population, Tribhuwan University

Koteshwor, Kathmandu

Certificate Level in Management

Prithivi Narayan campus, Pokhara

Tribhuwan University

TECHNICAL AND SOFT SKILLS

- Accounting & Financial Software: MIDAS Accounting, Tally
- Office Productivity: Microsoft Word, Excel, PowerPoint, Outlook
- Other Tools: General office management and reporting systems
- Leadership & Team Management: Leading finance, admin, HR, and operational teams across semi-government, private, and international organizations
- Financial Management & Taxation: Budgeting, financial reporting, auditing, municipal tax management, and compliance
- Administration & Policy Implementation: HR policy, recruitment, staff management, procurement, organizational governance
- Communication & Stakeholder Engagement: Coordinating with boards, clients, depositors, and government officials; handling trade unions and industrial relations
- Analytical & Decision-Making Skills: Strategic planning, problem-solving, and advising senior management on financial and administrative decisions
- Training & Knowledge Sharing: Mentoring staff and members, conducting workshops and capacity-building sessions

TRAININGS

- Human Resource Management & Implementation – 10-day training, Casino Royale Management
- Municipal Accounting, Auditing & Revenue Management – Professional accounting in municipalities (7 days, UDLE/GTZ), Municipal revenue management (10 days, UDTTC, Pokhara), CPE for auditing (3 days, ICAN, Kathmandu)
- Municipal Tax & Policy Workshops – Tax policies and alternative revenue collection, including octroi tax and house numbering benefits (1–3 days, UDLE/GTZ & UDTTC, Pokhara)
- Tourism & Local Development – 3-day training on mountain tourism and local development, ICIMOD, Kathmandu

PUBLICATIONS

"Prospective and Trend of Income & Expenditure of Municipalities in Nepal" – Gorkhapatra Daily, Kathmandu

Analyzed municipal revenue and expenditure patterns, offering insights for effective fiscal management.

"Personnel Management in Municipalities" – Adarsha Samaj Weekly, Pokhara

Explored best practices in HR management and administrative efficiency within municipal organizations.

"Accounting Management for a Successful Organization" – Adarsha Samaj Weekly, Pokhara

Discussed strategic accounting practices to strengthen organizational performance.

"Cooperative Society and Responsible Authorities" – Janamat Daily, Pokhara

Examined governance, accountability, and operational responsibilities in cooperative institutions.

"Problems of Octroi Tax and Its Alternatives" – Sagarmatha National Daily, Kathmandu

Addressed challenges in municipal tax collection and proposed alternative revenue mechanisms.

PROFESSIONAL & COMMUNITY ACTIVITIES

Executive Board Member – Moonlight Saving & Credit Ltd., Kathmandu

Contributing to strategic decision-making, governance, and oversight of cooperative financial operations.

Treasurer (Volunteer) – Reyukai 20th International

Managed financial planning, reporting, and budget oversight for the international volunteer organization.

Treasurer – Gandaki Saving & Cooperative Ltd., Kathmandu

Oversaw financial records, cash management, and fund allocation, ensuring transparency and compliance.

Member – Himalayan Lion Club, Pokhara

Participated in community development projects and social service initiatives, contributing to local welfare programs.