

CURRICULUM VITAE



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Present Address: Kathmandu Metropolitan City-03, Kathmandu, Nepal

NAME: CA. SANJEEB RAJ PATHAK

1.	Name of the Entity	S.R. Pathak & Associates
2.	Designation	Principal
3.	Proposed Position:	Statutory Auditor
5.	Nationality	Nepali
4.	Education	<ul style="list-style-type: none">Running Master in Business Studies (M.B.S.) from Tribhuvan University (Thesis pending)Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI), 2018Chartered Accountant (CA) from Institute of Chartered Accountants of Nepal (ICAN), 2024
5.	Membership of Professional Associations	<ul style="list-style-type: none">Member at Institute of Chartered Accountants of India (ICAI)Life member at Association of Chartered Accountants of Nepal (ACAN)Member at Institute of Chartered Accountants of Nepal (ICAN)
6.	Other Training	<ul style="list-style-type: none">Participated for 18 days Information System Audit (ISA) Course conducted by Institute of Chartered Accountant of Nepal in collaboration with Institute of Chartered Accountants of India on June 2025Completed General Management and Communication Skill-II Course Conducted by Institute of Chartered Accountants of India on February, 2016.Completed Advanced Computer Training Course Conducted by the Institute of Chartered Accountants of India on June, 2015.Completed General Management and Communication Skill-I Course Conducted by Institute of Chartered Accountants of India on March, 2014.Completed Computer Training Course Conducted by the Institute of Chartered Accountants of India on April, 2013.Completed Orientation Programme conducted by Institute of Chartered Accountants of India on March, 2013.Completed training on NFRS, Anti Money Laundering, Audit Management, Public Procurement Act, and Public Financial management by ICAN, Nepal.
7.	Countries of Work Experience	Nepal and India

8.	Employment Record	Employer	Position	From	To
		S.R. Pathak & Associates	Principal, Team Leader	15 Jan 2025	Ongoing
		Nepal Taxpayers Society	Founder Treasurer	21 April, 2024	Ongoing
		T. Karki & Associates	Audit Associates/ Team Leader/ members	01 Oct. 2023	14 Jan, 2025
		K.B.G. & Associates	Audit Associates/ Team Leader/ members	01 Sep. 2020	30 Sep. 2023
		T. Karki & Associates	Intern/Audit Associates/ Team members	01 Mar. 2019	31 Aug. 2020
		Kamana Health Nepal	Finance Manager	01 Nov, 2016	28 Feb, 2019
		Anand K. Mathur & Company	Audit Trainee	26 Feb, 2013	25 Feb, 2016
9.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned				
A Name of Assignment		Assurance and financial management consulting			
Period		15 Jan 2025 to present			
Location		All over Nepal			
Position Held		Principal/Team Leader/Financial Expert			
Employer		S.R. Pathak & Associates/Individual			
Clients		Multiple			
Main Project Features		To conduct Audit, Financial Management and Consulting Services			
Summary of Key Activities		<ul style="list-style-type: none"> ▪ Statutory audit of Prayas Health Foundation; a non-profit organization. ▪ Statutory audit of E. Works Pvt. Ltd. (IT), Shuva laxmi Food & Beverage Pvt .Ltd. (Production), Kapileshwor Organic Krishi Farm Pvt. Ltd. (Agriculture), and various types of Private Limited Company and Firms. ▪ Financial Consulting service to Liberty International Trading Pvt. Ltd. ▪ Review of Projected Financial Statement of Daram Khola Hydro Energy Limited, a company issuing initial public offering. ▪ Net Worth Certification of Jalpa Devi Energy Pvt. Ltd. (Hydro), Bakaiya Thakur Hydropower Pvt. Ltd. (Hydro) and Leaf Four Investment Company Pvt. Ltd. (Investment). 			

	<ul style="list-style-type: none"> ▪ Budgeting, fund flow management, financial management, Preparation of monthly financial statement, Liaoning with bank and Govt. office on behalf of clients, and help to take financial decisions; ▪ Provide training to various clients on budget preparation, changes made by annual budget, compliance with various laws, financial management of the entity and record keeping, NFRS and NAS for NPOs etc.; ▪ Preparation of financial analysis reports of various companies from investors' perspective;
B Name of Assignment	Tax Advocacy and Literacy
Period	21 April 2024 onwards
Location	All over Nepal
Position Held	Treasurer
Employer	Nepal Taxpayers Society
Main Project Features	To promote fair tax policies, educate taxpayers about their rights and duties, and encourage transparency and accountability in tax administration.
Summary of Key Activities	Organized multiple tax seminars to highlight tax law issues and challenges. Based on seminar, we were provided the significant tax policy reform suggestions to the GoN. Additionally, we published Nepal's first-ever tax calendar, featuring major tax deadlines, essential tax information, and budget highlights, making key details easily accessible to taxpayers.
C Name of Assignment	Audit and Consulting Services
Period	01 Mar 2019 to 31 Aug 2020 and 01 Aug. 2023 to 14 Jan. 2025
Location	All over Nepal
Position Held	Audit Associates/Team Leader/Member
Client	Multiple
Employer	T. Karki & Associates
Assignment Handled	Audit/ Financial Management / Consulting
Summary of Key Activities	<ul style="list-style-type: none"> ▪ Statutory audit of Association of Youth Organization Nepal (AYON), , Free Educational Consultancies Organization Nepal (FECON) and Kamana Health Nepal,; ▪ Statutory audit of Nalgad Hydropower Ltd (Govt. owned Co.), Kalika Microfinance Limited (Listed), Deluxe Security Services (Manpower Supply), Codavatar Tech Pvt. Ltd., Entegra Sources Pvt. Ltd (IT), Ridge Line Energy Ltd (Hydropower), Mid Solu Hydropower Ltd. (Listed) etc.; ▪ Donor audit of Medico International e.V. and Population Action International (PAI);

	<ul style="list-style-type: none"> ▪ Financial Consulting service to Wonders Nepal Pvt. Ltd, Hotel Queens Park and other various clients; ▪ Budgeting, fund flow management, financial management, Preparation of monthly financial statement, Liaoning with bank and Govt. office on behalf of clients, and help to take financial decisions; ▪ Preparation of Sops of various companies viz. Hotel Queens Park Pvt. Ltd., Urber Nepal Public Limited, Bhaktapur Tourism Development SACOOS, National Path Lab (NPL) etc.; ▪ Conducted DDA of Nepal House Pvt. Ltd.,; ▪ Preparation of various business plan viz. Pig Farming, Fish Farming, Cow Farming, Resort and Fun park etc. ▪ Preparation of policy documents of various companies (Wonders Nepal, Sthapit Yojana Multipurpose SACOOS) and NGOs - AYON viz: admin & finance bylaws, human resource management bylaws; ▪ Monitoring and Evaluation of 80 Cooperatives on behalf of Division Cooperative, Kathmandu Metropolitan City for FY 2080/081 and FY 2081/82; ▪ Provide training to various clients on budget preparation, changes made by annual budget, compliance with various laws, financial management of the entity and record keeping, NFRS and NAS for NPOs etc.; ▪ Preparation of financial analysis reports of various companies from investors' perspective;
D Name of Assignment	Audit and Consulting Services
Period	01 Sep.2020 to 30 Sep. 2023
Location	Kathmandu, Nepal
Position Held	Team Leader/Member
Employer	K.B.G. & Associates
Assignment	To provide business consulting service to various clients.
Summary of Key Activities	<ul style="list-style-type: none"> ▪ Statutory Audit of Pooja Copy Udhyog Pvt. Ltd. (Manufacturing), Om Shree Salasar Hanuman Foam Industries Pvt. Ltd. (Manufacturing), Park Safari Resort Pvt. Ltd. (Hospitality) , Manasalu Multipurpose Cooperative Societies Limited (Financial) etc; ▪ Internal Control Review of National Path Lab and Research Centre Pvt. Ltd. (Health) and NPL Kathmandu Pvt. Ltd. (Hospitality) ▪ Preparation of financial analysis and business plan of various projects and presented at bank for financial arrangement; ▪ Support to prepare the financial model of various companies; ▪ Financial Management, Budget preparation, fund flow management and payroll management of various companies; ▪ Providing training on tax planning, accounting, financial management, NFRS and compliance with various laws etc. to various corporate and individuals; ▪ Maintaining books of account, filing income tax returns etc.

E Name of Assignment		Work as an Finance Manager
Period		▪ 01 Nov. 2016 to 28 Feb 2019
Location		Balaju, Kathmandu
Position Held		▪ Finance Manager
Employer		▪ Kamana Health Nepal
Assignment Handled		▪ Accounting/ Book Keeping
Summary of Key Activities		<ul style="list-style-type: none"> ▪ Preparation of books of accounts of entire organization; ▪ Support for conducting statutory, internal and donor audit of organization; ▪ Handled the entire accounting and book keeping services of Integrated Management of Acute Malnutrition (IMAM), Multi Sector Nutrition Plan (MSNP) and Still Birth and Neonatal Death Review program funded by UNICEF ▪ Preparation of Fund Flow Statement and fund accountability statement for each project ▪ Preparation of budget and expenditure reporting to donor agencies
F Name of Assignment		Work as an Associate
Period		26 Feb. 2013 to 25 Feb. 2016
Location		New Delhi, India
Position Held		Audit Associates/Member
Employer		Anand K. Mathur & Co.
Assignment Handled		Accounting/ Auditing/Taxation
Summary of Key Activities		<ul style="list-style-type: none"> ▪ Preparation of books of accounts of various company trading, service sector and manufacture; ▪ Planning and conducting statutory and internal audit of various companies as per Indian Accounting and Auditing Standards; ▪ Planning and Conducting Concurrent Audit and Revenue Audit of Various Banks across India. ▪ Planning and Conducted the Stock and Book Debt Audit of Various Borrower on behalf of Banks. ▪ Engaged to prepare the financial statements, secretarial compliance, MIS report, Chart of Accounts and financial analysis of various companies.
9.	Other Involvement:	<ul style="list-style-type: none"> ▪ Provide Training to Kamana Health Nepal as a Lead Trainer on NAS for NPOs. ▪ Involvement of Lions Club International since 2023 (Secretary of LCK Family 325J LY 2023/24 and President of LCK Family 325J LY 2024/25)

10.	Other Skill	<ul style="list-style-type: none"> Technically proficient with windows, MS Offices, accounting packages such as Tally, Busy, Quick Books, Swastik, Micro banking etc. 			
11.	Languages	Language	Speaking	Reading	Writing
		English	Excellent	Excellent	Excellent
		Nepali	Excellent	Excellent	Excellent

Certifications:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I also confirm that, I will be available to carry out the assignment for which my CV has been submitted.

Sanjeeb Raj Pathak, CA

01 August 2025