

# KARAN THAPA

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## SUMMARY

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Experienced Accountant with 4 years and HR Assistant 2 years of expertise in financial reporting, budgeting, payroll, and tax compliance. Proficient in accounting software and ERP systems, ensuring accuracy and efficiency in financial operations, payroll & HR operations. Strong analytical skills, attention to detail, and ability to collaborate across teams to optimize financial processes and support business growth.

**TECHNICAL SKILLS:** Proficient in financial analysis, tax preparation, and compliance, with expertise in accounting software like Tally, QuickBooks, and ERP systems. Skilled in financial reporting, and data reconciliation, ensuring accuracy and efficiency. Strong collaboration abilities to streamline accounting processes and support business objectives.

## PROFESSIONAL EXPERIENCE

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### AS PACKERS

PAONTA SAHIB, HIMACHAL PRADESH/ INDIA

#### ASSISTANT HR

April 2021 – May 2023

As an Assistant HR, I played a key role in streamlining recruitment processes, improving employee engagement, manage 150+ employees, and enhancing HR operations. I successfully assisted in onboarding new hires, ensuring a smooth transition and retention. I collaborated with management to implement HR policies, maintain compliance, and resolve employee concerns efficiently. Additionally, I supported payroll processing, benefits administration, and performance management, contributing to a more structured and productive workplace.

- Maintaining employee records and managing HR information systems.
- Calculating employee wages, deduction, and bonuses, ensuring timely and accurate payroll distribution.
- Maintaining employee payroll records, including hours worked, leave taken, and tax information.
- Addressing payroll related questions from employees regarding pay checks, deductions, and tax forms.
- Generating payroll reports for management, audits, and compliance purposes.
- Managing payroll deductions for benefits such as health insurance, Employee Provident Fund and Employee Pension Scheme funds and other employee perks.
- Coordinates communication with candidates and scheduled interviews.
- Ensure compliance with legal and organizational policies regarding employee information.

### AGGARWAL HARDWARE STORE

MAJRA, H.P/INDIA

#### ACCOUNTANT

August 2017– March 2021

As an Accountant with 4 years of experience, I optimized financial reporting processes, reducing month-end closing time by 20%. I successfully managed accounts payable and receivable, improving cash flow efficiency. I ensured 100% tax compliance, minimizing audit risks and penalties. By implementing automation in reconciliation tasks, I enhanced accuracy and reduced errors by 30%.

- Maintain accurate and up to date financial records, including ledgers, and journal entries.
- Records financial transactions, such as sales, purchase, and expenses.
- Organize and maintain accounting documents, such as contracts, invoices, and receipts.
- Manage accounts payable and receivable, including processing invoices and ensuring timely payments to suppliers and vendors for parts and equipment.
- Reconcile bank statements, debit and credit cards statements and others financial accounts.
- Preparing tax returns and filing and maintaining the knowledge of current tax law.

## LEADERSHIP EXPERIENCE

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- Onboarding & Employee Engagement.
- HR Policy Implementation.
- Collaboration & Teamwork.

## EDUCATION & CERTIFICATIONS

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- MAHG UNIVERSITY      B.COM      MAY 2022
- OTHER CERTIFICATION
  - FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT (MIND LUSTER)
  - DATA ENTRY OPERATOR (PMKVY)