

Nishchaya Shrestha

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Professional Summary

Early graduate with a degree in Accounting with **4.0 core GPA** currently working as a Billing Specialist for an investment company. A young motivated professional with an aptitude for innovation and creative problem solving. Communicative and personable, will learn and adapt quickly, follow direction, and serve internal and external customers with professionalism.

Experience Highlights

ASSETMARK • Concord, CA • 2/2020 – Present

Billing Specialist – Key Contributions:

- Ensure appropriate selling agreements are in place with Financial Advisor firms.
- Facilitate payments to Financial Advisor firms and business partners.
- Calculate, validate, process, reconcile, and report weekly fee adjustments.
- Verify and implement negotiated fees on client, advisor, and Broker-Dealer level.
- Process cases in BAW regarding advisory fees, PC fees, billing authorization.
- Create agent IDs, custodial codes and update their discounts per agreement.

SODEXO INC • Rocky Mount, NC • 9/2017 – 12/2019

Accounting Assistant – Key Contributions:

- Developed financial statements ensuring accuracy with supporting documents.
- Assisted in financial planning including preparing budgets for future terms.
- Analyzed financial data and helped create financial models for decision support.
- Reconciled accounts as well as bank statements.
- Tracked employee work hours to make accurate payments.
- Processed approximately 20 invoices every day.

NORTH CAROLINA WESLEYAN COLLEGE • Rocky Mount, NC • 9/2018 – 5/2019

Supplemental Instruction Leader, Accounting – Key Contributions:

- Planned, implemented, monitored, and assessed classroom instructional program to identify improvement opportunities, struggling students, and provide instructional support.
- Assisted students with skill and knowledge acquisition through additional instruction and reviewing difficult course materials when class was struggling with concepts.
- Facilitated group sessions and provided one-on-one support. Planned and executed activities to promote accounting knowledge and its practical use.

Additional Relevant Professional Experience Outside USA:

- North Carolina Wesleyan College – Tutor • Rocky Mount, NC • 01/2018 – 05/2019
- AutoPool LLC – Account Manager • Kathmandu, Nepal • 01/2017 – 06/2017
- Garima Bikas Bank – Junior Accountant • Kathmandu, Nepal • 07/2016 – 12/2016

Further **Customer Service, Tutoring, and Culinary** experience in USA and Nepal

Education

NORTH CAROLINA WESLEYAN COLLEGE

- ✓ August 2017 – December 2019
- ✓ Bachelor of Science in Accounting.
- ✓ President's Honors List

Skills

- ✓ US GAAP & IFRS
- ✓ Microsoft Excel (Intermediate)
- ✓ Business Automation Workflow
- ✓ Salesforce
- ✓ Citrix/MS Access
- ✓ PowerPoint
- ✓ QuickBooks
- ✓ Adobe Acrobat DC
- ✓ Budgeting
- ✓ Analytical Skills
- ✓ NetSuite (Beginner)
- ✓ Financial Modeling (Beginner)

Leadership

Rotary International (RID-3292):

- ✓ District Interact Representative
2016-2017
- ✓ Community Service Director
2015-2016
- ✓ Club Secretary
2015-2016
- ✓ Club Treasurer
2014-2015

Sodexo Inc:

- ✓ Shift Manager
- ✓ Caterer I

References

Relevant Coursework and
References Provided as Requested

Willing to Relocate at Own Expense