



HARI PRASAD PANDAY

Light Vehicle Driver/Bookkeeper

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Khalid Bin Al Walid Road, Bur Dubai

Professional Summary

Worked as a professional driver at Scholars' Home Academy, safely operating a school van (manual gear) for student transport and school activities. Skilled in route planning, vehicle maintenance checks, and ensuring passenger safety. Recently obtained a Light Vehicle Automatic Gear Driving License in Dubai, UAE on 22/04/2025, expanding capability to drive both manual and automatic vehicles professionally.

Education

Bachelor in business studies (BBS)

Tribhuvan University
05/2003-06/2007

Certificate level in Commerce (I Com)

Tribhuvan University
07/1999-07/2002

School leaving certificate

Shree Kamala Secondary School, HMC board of Nepal

06/1988-06/1999

Expertise

Vehicle driving
Ms Word, Ms excel
Accounting/Bookkeeping
Administrative work
Sales/Business Development

Language

English
Hindi
Nepali

Personal Details

Date of Birth : 29-10-1981
Nationality : Nepal
Marital Status : Married
Gender : Male
Passport No. : Pa1076798
Visa Status : Own Visa (NOC) for UAE up to 09-06-2026.

Work History

Bookkeeper

Jul 2024 to Apr 2025,
RETA, Dubai, UAE

- Maintain accounts and records
- Reconcile bank and manage payments
- Prepare reports and assist in tax filing
- Process payroll
- Ensure tax compliance
- Handle petty cash
- Assist in data entry and reporting

Light Vehicle Driver/Bookkeeper

Oct, 2019 to Jun, 2024 & may, 2018 to aug, 2019
Scholars' Home Academy & Kamana Int'l College
Kathmandu, Nepal (44600)

- Safely transported students to and from school on time
 - Operated and maintained school van (manual gear)
 - Followed traffic rules and ensured child safety
 - Conducted daily vehicle inspections and minor maintenance
 - Assisted students during boarding and drop-off
 - Communicated effectively with school staff and parents
 - Maintained logs of trips, fuel, and vehicle condition
 - Ensured cleanliness and readiness of the vehicle
- In the daytime I worked as an accountant.**
- Accounts: Handled AP/AR, ledger entries, and bank reconciliations.
 - Payments & Payroll: Processed payments and managed staff payroll.
 - Audit: Supported inventory audits and coordinated with auditors.
 - Client & Cash Flow: Managed client relations, cash flow, and banking.

Labor Foreman

April, 2017 to April, 2018
Leighton Contracting (Qatar)

- Tracked hours, equipment use, and reported to management
- Monitored progress, ensured quality, and applied corrections
- Mentored crew and promoted safety on site

General Leadman/Timekeeper

OHL Construction - Qatar
July, 2014 to June, 2016

- Managed digital/manual scoreboards and records
- Prepared timesheets and worker reports
- Coordinated staff and site officers
- Inspected attendance and site facilities daily
- Submitted daily/weekly/monthly activity reports
- Ensured OSHA compliance and safety
- Handled permits and site regulation checks

CUSTOM

In the view of the particulars, place consider this application and give me an opportunity in your esteemed organization, assure that I would carry out my duties to your entire satisfaction.