Dipesh Bista

Ph no: 7918982511| dipeshbista2009@gmail.com | Glasgow | LinkedIn: dipesh-bista-28b67619a

Reliable and hardworking individual with good communication skills and a positive attitude. Able to work well in a team and follow instructions in a fast-paced environment.

Core Skills

- Customer Service
- Communication & Relationship Building
- Time Management & Meeting deadlines
- Computer Skills
- Troubleshooting

Experience

Customer & Technical Support **Jan 2021 - Nov 2025**

Sagar International Computech Pvt. Ltd.

- Assisted customers with technical and accounting-related issues
- Troubleshot accounting software and provided step-by-step guidance.
- Maintained customer and financial system records.
- Coordinating with Resource and Development team to solve customers problem.
- Conducting training sessions on accounting software for customer/team.

Accountant **Oct 2019 - Jun 2020**

Mahabharat Metals Pvt Ltd.

- Handled accounts, invoices, and financial records.
- Assisted with inventory costing and reconciliations.
- Supported audits and reporting.

Junior Accountant **Nov 2018 - Sep 2019**

Greenline Tours Pvt. Ltd.

- Assisted in managing accounts payable and receivable.
- Prepared financial statements, invoices, and reports.
- Supported senior accountants in audits and month-end closing.

Academic History

University of West of Scotland | 2025-Present
Master of Science in Information Technology

Times International College | 2020-2025
Bachelor in Computer Application

Technical Skills

- Accounting Software
- MS Excel, Word
- Data Entry & Reporting
- Basic IT & System Support

Availability

Available for part-time work (up to 20 hours per week) during term time.