

RESUME

SUBRAT KUMAR NAYAK

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Mobile No: 8456920997

Address: Karanpokhari , Motto,Bhadrak,Odisha,756132

CAREER OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

PROFESSIONAL EXPERIENCE:

Supreme & Associates (From 1 March 2023 –Till date)

Designation:- Accounts Executive.

Job Description:

- Accounts Management and Reporting.
- Accounts Payable & Receivable.
- Balance Sheet Anlysis.
- GST Filling and Recco.
- Knowledge in TDS, Income Tax and GST.
- Working in MS Word, MS Excel and Tally Prime and Tally 9.1,GST Portal
- Create e-invoice and e-way Bill.
- Using Basic Formula's in Excel to Arrange and Sort Data.
- Tds 24Q and 26Q entry in Geinus software.

EDUCATION:

Degree	Year	School/University	Board/University	Subjects	Grade
H.S.C	2019	G.P High School,Jaladharpur	BSE ODISHA		55.5%
C.H.S.C	2021	Chandbali College,Chandbali	CHSE ODISHA	Commerce	58.67%
S.S.C	2024	Motto Degree College,Motto	FM University,Baleswar	B.com	59.9%

CERTIFICATIONS:

- Successfully completed computer course with BSIT.
- Good Excel Knowledge
- Tally 9.1, Tally prime (professional).

PERSONAL DETAILS:

- **Name** – Subrat Kumar Nayak
- **Date of Birth** – 9th april 2004
- **Gender**- Male
- **Marital Status**- Unmarried
- **Languages**- English,Odia & Hindi
- **Hobbies** – Reading,.Writing.

Date:

Place:

Subrat Ku. Nayak