



**Akash Nayak**  
Junior Audit Executive

BBM & Co. | Engaged with Gram Vikas

- Supporting audit processes and financial reviews for development-sector projects.
- Contributing to compliance, reporting, and documentation for Gram Vikas initiatives.

**✉** 233akashnayak@gmail.com

**📞** +91-8249313698

## Skills

Tally ERP9

Ms excel/Google Sheet & Otheer Excel

Ms Office Word

## Hobbies

Cycling, Playing Badminton & Watching Movie

## Language

Odia

English

Hindi

**✉** 233akashnayak@gmail.com

## Work Experience

### BBM & Co.

Junior Audit Executive - Nov 2024 - Present

- Assisted in statutory and internal audits for clients across various sectors, ensuring compliance with accounting standards and regulatory frameworks.
- Conducted vouching, verification of financial records, and reconciliation of accounts.
- Prepared working papers and audit documentation to support audit conclusions.
- Coordinated with senior auditors and client teams to gather data and clarify discrepancies.
- Gained hands-on experience in GST compliance, TDS calculations, and other tax-related matters

### Global Business Consultancy

GST Practitioner - Feb 2024 - Oct 2024

- Filed GST returns (GSTR-1, GSTR-3B, GSTR-9) for multiple clients across different industries.
- Ensured timely and accurate submission of monthly, quarterly, and annual returns.
- Reconciled GSTR-2A/2B with purchase registers to identify mismatches and resolve discrepancies.
- Advised clients on GST compliance, invoicing norms, and input tax credit utilization.
- Maintained proper documentation and responded to GST notices and queries from tax authorities.

## Education

### Prananath autonomous college

B.com

- Completed my Bachelors in commerce in 2022 with **7.32 CGPA**

### Prananath autonomous college

+2

- Completed my +2 here at 2019 with a percentage of **65%**

### Swapneswar Highschool

Higher Secondary

- Completed my schooling here until 10th with percentage of **74%**