



Akash Nayak
Junior Audit Executive

✉ 233akashnayak@gmail.com

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.

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☎ +91-8249313698

Skills

Tally ERP9
Ms excel/Google Sheet &
Otheer Excel
Ms Office Word

Hobbies

Cycling, Playing Badminton &
Watching Movie

Language

Odia
English
Hindi

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%**