

# KanhaNayak

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☎ [7077530679](tel:7077530679)

📍 [Ganjam, Odisha](#)

Qualified Cost and Management Accountant (CMA), with experience in indirect taxation, GST compliance, cost control, and financial reconciliation. Proven track record in audit support, income tax filing. Eager to apply robust analytical skills to solve complex financial challenges and contribute to organizational success.

## **WORK EXPERIENCE**

### **N C KAR & ASSOCIATES (cost accountant) Berhampur, Odisha**

#### **Management Trainee**

(April'23-March'24)

- Filed Income Tax Returns(ITR-1,2,4),ensuring full compliance with tax regulations and timely submissions.
- Managed GST registration, E-way Bill generation and management, and also filed GST returns (GSTR-1, GSTR-3B), ensuring timely submission and compliance with GST laws.
- Prepared and reconciled Bank Reconciliation Statements (BRS), ensuring accuracy and resolving discrepancies in compliance with accounting policies.
- Maintained and updated inventory records and performed physical inventory verification.
- Reconciled financial records with corresponding cost records to ensure consistency and accuracy.

### **K SEETA RAJANI AND ASSOCIATES (Chartered Accountants) Berhampur, Odisha**

#### **Audit Assistant**

(April'22–April'23)

- Assisted in Local Fund Audits,ensuring compliance with financial regulations and accuracy in reporting.
- Prepared and filed Income Tax Returns (ITR)for individuals and businesses.
- Managed GST return filing ,ensuring timely submission and compliance with tax laws.
- Conducted financial reviews and supported senior auditors in audit assignments.
- Maintained financial records and assisted in the preparation of audit reports.

## **EDUCATION**

### **ICMAI**

CMAFinalGroup4- 264/400 DEC2024

- Exemption in Cost & Management Audit, Corporate Financial Reporting, Indirect Tax Laws & Practice

CMAFinalGroup3- 200/400 JUNE2023

- Exemption in Strategic Financial Management

CMAInterGroup1- 252/400 DEC2021

- Secured exemption in 3 out of 4 subjects

CMAInterGroup2-273/400 DEC2020

- Secured exemption in 3 out of 4 subjects

### **Berhampur University**

M.COM- 76.95% 2022

B.COM- 60.8% 2020

### **CHSE, ODISHA**

12THBOARD- 58.33% 2017

### **BSE,ODISHA**

10THBOARD- 73% 2015

## **SKILLS**

- Attention to Detail
- MS Excel
- Analytical & Problem-Solving
- Time Management
- Accounting Principles & Reconciliation

## **PERSONAL DETAILS**

- Date of birth : 28/05/2000
- Address : New Burupada, Hinjilicut, Ganjam, Odisha, 761146
- Father's Name : Srikant Nayak
- Mother's Name : Rina Nayak