

RESUME

Name - ALOK CHANDRA NAYAK

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OBJECTIVE

To work an Organization where can learn new skills and increase liabilities for organizational goals as well as myself.

EDUCATIONAL QUALIFICATION

- ❖ Passed out B.com from Fakir Mohan University in Odisha 2022 Marks (75%)
- ❖ Passed out 12th from CHSE in Odisha 2019 Marks (69.5%)
- ❖ Passed out 10th from BSE in Odisha 2017 Marks (67.5%)

TECHNICAL SKILLS

- ❖ Microsoft-word, Excel, Power Point
- ❖ Tally Erp.-9

WORK EXPERIENCE

- Romesh Kumar & company Pvt. Ltd.

1.5 Year Experience as on junior accountant .Nov.2022-Apr.2024.

- Built out processes for monthly and quarterly filling of sales tax returns and registration in new status as required.
- Over saw balance sheet across cash accounts, accounts receivable, prepare assets, fixed assets, accounts payable and accrued expenses.

STRENGTH & HOBBIES

- Hard working
- Honest
- Reading Book
- Listening Song

PERSONAL DETAILS

- Father's Name :Abhimanyu Nayak
 - D.O.B :12th Jan 2000
 - Status :Unmarried
 - Adress :AT-Taladumuka, PO-Nandapur,PS-Pirahat, Dist-Bhadrak
- Pin-756138,Odisha