

# SUSHREE SANGITA NAYAK

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## EXPERTISE IN: FINANCE & ACCOUNTS, AUDITING, ADMINISTRATION, FINANCIAL MANAGEMENT

Industry Preference: Educational Institution, IT Industries, Trading, % Service

### PROFILE SUMMARY

- **6+ years** of experience in Financial Accounting, Planning & Reporting in CA firm, Education institute
- Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
- Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements

### AREAS OF EXPERTISE

- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
- Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value
- Conducting operational, financial, process and systems audits designed to review and appraise the client organization's activities, systems and controls
- Cost analysis, budgeting and control
- Having knowledge about the EPF, ESIC, TDS and all other indirect tax regarding rates. Computing calculation return filling cases handling.

### EMPLOYMENT DETAILS

**August'2019 – Till Date with St. Xavier's Group of Schools (Orissa region) as Asst.  
Accounts officer**

#### **Key Result Areas:**

- Accountable for the:
  - Check and monitoring of cash & bank books, tally data and entries of all the schools at Orissa region seven Schools
  - Processing, planning, survey and projected income and expenditure statement for the new branch school.
  - Preparation of the age wise debtor statements and accounts receivable statements
  - Budgeting and financial planning of working capital.
  - Preparing capital and revenue budget
  - Cash flow & fund flow statement
  - Verifying the fuel bills and repair and maintenance bills of buses
  - Sundry debtors balance on daily basis and collection
  - Timely payment of statutory liabilities such as **TDS EPF & ESIC**
  - Outstanding fees recovery from students and steps to recover outstanding fees from students
- Carrying out reconciliation of:
  - Vendor Ledger
  - Inter branch reconciliation every month and Petty cash books
  - Internal and surprise visit to the branch school
- Ensuring that the internal audit requirements like Cross checking of document which tally with schedules are met
- Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities
- Handling the preparation of:
  - Report against the external auditor note
  - Monthly Finance Report
  - TDS EPF ESIC and return filling
  - Fixed Asset Schedule on monthly basis
  - Budgeting and cost control of all the branch school
  - Statutory and legal matters
  - Cross check and verification Payroll sheet including leave & final settlement for employees of all the schools
  - Cross check and verification Payroll sheet including leave & final settlement for employees of all the schools
  - Fixed Assets Schedule
  - Preparing revenue income and expenditure and capital income and expenditure
  - Stationary and fixed asset physical verification
  - Internal and surprise visit to the branch school

**Key Result Areas:**

- Responsible for the:
  - Statutory & Financial Audit of the firm
  - Maintenance of books of accounts of the clients
  - book keeping
  - TDS and It return filling
  - GST
  - Book and balance sheet finalization
  - ESIC & PF calculation and challan payment

**Software and computer knowledge efficient working with**

- Certification of proficiency in PGDCA
- Tally ERP9
- Well experienced in working in word and excel efficiently
- well efficient in working in tally Erp9 as well as 7.2

**Responsibilities and skill requirements**

- Team player with result oriented approach and ability to assimilate emerging technologies.
- During the course of my professional career, I was associated with renowned organization by virtue of which I have accrued tremendous knowledge of business process flows and concerned to Accounts.
- Quest for knowledge, thrust for challenges, eagerness to perform and commitment to quality.
- Good communication and analytical skill.
- Good in developing cordial relationship with people.
- Diplomacy and analytical thinking.
- Communicating to executive and &Strategic planning
- Functional management
- Policies, programs and procedures in Accounting

**EDUCATION**

- **CA IPCC GROUP-II, 2019**
- **B.Com.** from Utkal University , 2014
- **I.COM** From CHSE , 2011
- **Matriculation** from BSE board, in 2009

**PERSONAL DETAILS**

Marital Status:	Unmarried
Date of Birth:	2 <sup>nd</sup> July 1994
Language:	English, Odia & Hindi
Nationality:	Indian
Mother's Name:	Arati Nayak
Father's Name:	Srikanta Nayak
Cast:	General

I hereby declare that all the information furnished above is correct to the best of my knowledge belief.

Place: Cuttack

Sushree Sangita Nayak