



BAIVABI NAYAK

SUMMARY

A hard-working and committed individual who is able to work well as part of team as well as under own initiative. Trustworthy and reliable and able to follow instruction to maintain high work output with great accuracy and efficiency. Always smartly presented, easy to get on with and has excellent timekeeping skill.

PROJECT

2019, Pondicherry

-Attended a workshop on GST in GST Seva Kendra, Pondicherry.
-Manipulation in financial statements (Diagnostic study in selected automobile companies in India

EDUCATION

MASTERS OF COMMERCE

PONDICHERRY UNIVERSITY | 2018 - 2020, PONDICHERRY

Masters with the specialization Accounting and Taxation.

BACHELORS OF COMMERCE

DD AUTONOMOUS COLLEGE | 2015 - 2018, KEONJHAR, ODISHA.

HIGHER SECONDARY

DD JRCOLLEGE | 2013 - 2015, KEONJHAR, ODISHA

MATRICULATION

NIRMALA CONVENT SCHOOL | Std I - X, 2013

Passed out from ICSE board.

VOLUNTEER WORK

VANICOM

PONDICHERRY UNIVERSITY

Its a National level festorganised by Commerce department. And I was involved as a sub-coordinator for this event.

LUMIERE

PONDICHERRY UNIVERSITY

Performed in group dance and choreographed.

FLASH MOB

PROVIDENCE MALL(2019) AND ROCK BEACH(2020)

Street dance for promotional event. Also participated in many dance events both inside and outside the university.

ALOHA

PONDICHERRY UNIVERSITY(2019)

Acted as a Coordinator.

SKILLS

PRODUCTIVE SKILLS

ENGLISH ●●●●●
HINDI ●●●●●
ODIA ●●●●●

COMPUTER SKILLS

MS WORD ●●●●●
POWER-POINT MS ●●●●●
EXCEL TALLY ●●●●●
SPSS ●●●●●

INTERPERSONAL SKILLS

ADAPTABILITY ●●●●●
TEAMWORK ●●●●●
CREATIVE THINKING ●●●●●
WILLINGNESS TO LEARN ●●●●●

CONTACT

- Brundavan vihar, Dhangarpada, Keonjhar, Odisha.
- 8280310200
- baivabinayak97@gmail.com
- <https://www.linkedin.com/in/baivabi-nayak-78636b170/>

INTERESTS

- ☐ Dancing
- ☐ DIYS & Crafting
- ☐ Doodle art

ACHIEVEMENTS

NATIONAL SEMINAR

- ☐ Attended National Seminar on “IFRS” managed by Pondicherry University.

SEMINARS

- ☐ -on accounting tools and metrics.
- ☐ -on derivatives, accounting and taxation.

CERTIFICATION

- **DIGITAL MARKETING**
Internshala
This is 6 weeks online training program.
The training consisted of Blogging and web analytics,SEO,Email marketing,Online Advertsing.
- **PGDCA**
NIAT, Odisha
Post Graduate Diploma in Computer Applications (PGDCA).This program allows professional knowledge in computer applications.Its a one year program.
- **TALLY**
NIAT, Odisha
An accounting program that let you track and manage all of your accounts, sales, debts, and everything else related to the running business.

REFEREES

Dr.D LAZAR, Head of the
Department of
Commerce,Pondicherry
university
9486650016
dlazar.com@pondiuni.edu.in

Dr.S.SHIJIN, Assistat
professor,Department of Commerce
9345949434
shijin.s@gmail.com

I hereby declare that all the information furnished are true to the best of my knowledge.

Date:
Place:

Signature: