

# **RESUME**

**RANJIT NAYAK**

**Address:-**

**Plot no-347**

**Bomikhal Durga puja mandap**

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## **CAREER OBJECTIVE**

- To work in a reputed organization in the field of Costing, Accounts & Finance where I can learn, enhance my skills, gain experience and contribute to the growth of the organization.

## **EDUCATIONAL QUALIFICATION**

<b>Name of the Examination</b>	<b>University/Institute</b>	<b>Year of passing</b>
10th Class	BSE, ODISHA	2011
12th Class	CHSE, ODISHA	2013
B.Com (Hons)	UTKAL UNIVERSITY, ODISHA	2016
M.Com	IGNOU, DELHI	2020

## **PROFESSIONAL QUALIFICATION**

- Completed CMA intermediate course from ICAI (Institute of Cost Accountants of India), Bhubaneswar Chapter in June 2018.
- Completed CMA Final course Group – IV from ICAI (Institute of Cost Accountants of India), Bhubaneswar Chapter in June 2019 and currently preparing for Group - III.

## **COMPUTER PROFICIENCY**

- Working Knowledge of Tally Up to ERP 9
- Well versed with internet tools
- Working knowledge of MS Office (Word, Excel, Power Point)

## **WORK EXPERIENCE**

Work as an ‘**Auditor**’ in K Swain & Co. Chartered Accountants from **July 2019 to May 2020**.

Work description

- Evaluating the efficiency and effectiveness of internal controls and execution of audit accordingly.

- Compliance of Income-tax act, 1961 i.e TDS deduction and deposit, filling of TDS return and GST Law.
- Statutory Audit of Companies involving Compliance with Bonus, PF, ESI Act.
- Planned and executed operational audits under different statutes of various business areas of the clients.
- Preparation of weekly and monthly Reports- Profit and Loss Analysis, Vendor aging Reports, accounts reconciliation, etc.
- Scrutinize the Ledger Accounts and Financial Reports in order to identify opportunities and capitalize on saving.

## STRENGTH

- Ability to work continuously with high energy level.
- Good Communication and leadership Skills
- Ability to take challenges and achieve targets.
- Excellent problem solving skill.
- A strong presence of mind.

## PERSONAL PROFILE

- Name : Ranjit Nayak
- Father's Name : Satya Narayan Nayak
- Date of Birth : 2nd July, 1996
- Gender : Male
- Nationality : Indian
- Language known : Hindi, English, Odia
- Marital Status : Single
- Height : 5'8"
- Weight : 68 kg

## INTEREST & HOBBIES

- Travelling
- Volunteering
- Learning business ideas

## DECLARATION

I hereby declare that the facts given in my resume are correct to the best of my knowledge and belief.

**Date:**

**Signature**

**Place: Bhubaneswar**

**(Ranjit Nayak)**