

Santosh Nayak

Ware House Manager at Apollo Supply Chain Pvt Ltd

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Work Experience

Sr Executive Accounts & Finance

Apollo Fiege Integrated Logistics Pvt Ltd

January 2013 to Present

AFIL is a Joint venture between Apollo Logisolutions Ltd, India and Fiege Logistics, Germany. The Service offered by AFIL is Freight Forwarding through Air and Ocean, Custom Clearance and 3PL Logistics Requirement.

- Looking after South East Region Branches, Including Shipping line payment, vendor payment,
- Month Wise Job profitability report, Estimated Cost Vs Actual Cost.
- BRS, Vendor Reconciliation, Service Tax, TDS.
- Fund Usage Report, Coordinate with internal Auditor.

Sr Executive Accounts

PCI India Pvt Ltd

July 2010 to December 2012

PCI is a 25 year old group having 18 SBU's all over india. The group is in Power, Solar, Investment casting, PCB Assembly & Testing Automotive Division, Precision Engineering, Industrial Security, Aerospace and Aviation Division.

- Responsible for Vendor payment, Deduction of TDS, deposits & filling of T.D.S returns - Salary & Others, Issue of statutory Forms 16 & 16A,
- Monitoring for Collection of Debtors, & Debtor & Bank Reconciliation.
- Tracking RTGS/NEFT received from bank and up dated with respective accounts.
- Prepare Statement of accounts and Debtor age analysis.

Sr Executive Accounts & Finance

Legend Surface Developers Pvt Ltd

August 2008 to June 2010

LSDPL is a Manufacturer of RBI GRADE 81 (Natural Soil Stabilizer) and it has been established to provide comprehensive and advanced soil stabilization solution for Road Construction' a solution that places great emphasis on being environmentally friendly.

- Ensuring timely deduction, deposits & filling of T.D.S returns - Salary & Others, Issue of statutory Forms 16 & 16A, Calculation of advance Tax & deposit, Deposit of sales tax and return filling.
- Responsible for preparing of Books of account, Balance Sheet, Profit & Loss Account and schedules.
- Responsible for stock calculation, MIS Reporting.

➤ Monitoring for Collection of Debtors, Creditors & Bank confirmation certificate and debtors, Creditors Circularization on Auditors Prescribed Format.

Executive Taxation

Hughes Communications India Ltd

October 2007 to July 2008

Professional Basis)

HCIL Provides turnkey networking solutions coupled with outstanding service and support to Indian Business and Government organization.

➤ Responsible for Service tax Payment, Credit details of the same and Filling Return.

➤ Responsible for TDS Payment, Filling Return and Reconcile TDS vs Expenses.

Sr. Accounts Executive

Robinsons Air Services

April 2002 to September 2007

Robinsons Air Services. Provides Supply Chain Management Solutions for Different Clients Like NOKIA, TATA, SKF and Thomson etc. As well as a Custom House Agent (CHA)

Independently handling the following assignments in Accounts/Finance:

- Responsible for preparing of Books of account, Balance Sheet, Profit & Loss Account and schedules.
- Supervising & Managing Accounts Receivables / Payables function with a view to ensure timely receipts / payments from / to outside parties, bank, debtor & creditor reconciliation statements.
- Responsible for preparing funds flow & cash flow statements to monitor the inflow / outflow of funds
- Ensuring timely deduction, deposits & filling of T.D.S returns - Salary & Others, Issue of statutory Forms 16 & 16A, Calculation of advance Tax & deposit, Calculation & Deposit of F.B.T. & Return.
- Ensuring timely deposit Service Tax Deposit, Return Filling.
- Financial: Funds Flow statement, and Preparing MIS reports to provide feedback to top management on financial position viz., Budget, fund management, cash flow, credit control, profitability, etc.
- Monitoring for Collection of Debtors, Creditors & Bank confirmation certificate and debtors, Creditors Circularization on Auditors Prescribed Format.
- Coordinate to Auditors to clear their Queries & remarks and finalizing Balance sheet.

Accounts Trainee and Audit Assistant

M/S S.Kumar & Associates - Delhi, Delhi

September 1997 to March 2002

Maintaining Books of Accounts for clients companies.

Preparation of Bank, Cash and Journal vouchers.

Maintaining BankBook, Cashbook, General Ledger, purchase and sales day book.

Bank reconciliation.

Debtors and creditors reconciliation

Preparation of Trial Balance and P & L account.

TDS on payment

Statutory & Tax audit for the client companies

Education

Bachelor of Commerce in Year of Passing

Utkal University - Bhubaneswar, Orissa

1997

MBA in Perusing

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