

CURRICULUM VITAE



Post Applied : **Finance/Accounts**
Name : **ATISHNU KUMAR NAYAK**
Father's Name : Gopabandhu Nayak
Date of Birth : 31.07.1978
Permanent Address : At: Badasuar, Po- Markandpur, Via- Devidwar,
Dist- Jajpur,
Present Address : Plot No. 1619, Aerodrome Area, Palashpalli,
Bhubaneswar, Tel: 09437977054,
e-mail: atishnu456@rediffmail.com
Nationality : Indian
Religion : Hinduism
Marital Status : Married
Sex : Male
Category : General
Mother Tongue : Oriya
Language Known : Oriya, Hindi & English
Hobby : Reading News Paper

Educational

Qualification : B.Com, LLB.

Professional Qualification:

1. **Computer** – Tally ERP 9 (Accounting Package) & MS- Office
2. **ICWAI** – Continuing

Experience:

- Audit Executive
- From 1st Jan 1999 to 15th Feb 2001
(M/s. Raghunath Rai & Co., Bhubaneswar Office)

Works Handled:

- Preparation Vouchers, Cash Book, General ledger etc.
- Preparation of Trial Balance.
- Preparation of Profit & Loss Account & Balance sheet
- Preparation of Receipt & Payment Account & Balance sheet
- Preparation of Bank Reconciliation statement.
- Internal Audit, Statutory Audit.
- Income Tax & Sales Tax Matters.

Clients Dealt By me:

- Chilika Development Authority, Bhubaneswar
- Orissa Pollution Control Board
- Capital Law College
- Orissa Urdu Academy
- Seva Bharati (NGO)
- SWADESI (NGO)

Accountant:

M/s ORICAN from 16th Feb. 2001 to 30th April – 2003

Accountant:

From 1st May, 2003 to 31st March 2008 – Madani Welfare Association.

Finance Officer:

From 1st April 2008 to till date- THREAD

DECLARATION:

I do hereby declare that all the above information are true to the best of my knowledge and belief.

Place: Bhubaneswar

Date: 28.04.2020

Atishnu Kumar Nayak