**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name **SATYABRAT NAYAK**

Sex Male

Date of birth 05/06/1986

Nationality INDIAN

Marital status Unmarried

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Address **PLOT NO-885, CHANDIMATA COLONY,**

**BOMIKHAL CANEL ROAD, BHUBANESWAR-751025**

**OBJECTIVES**

* + - * To become a professional financier.
      * To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis
      * To contribute accumulated knowledge and experience to business

**EDUCATION**

2001-2003 +2 com – Board of Higher Secondary Education (Bhubaneswar)

2003-2006 B.com in Finance – The Utkal University

2013-2016 LLB - Utkal University

**PROFESSIONAL QUALIFICATIONS:**

2006 CERTIFICATE COURCE IN INSURANCE BUSINESS.

2006 TALLY FROM NICE

**EXPERIENCES:**

***03/2016 to now: ACCOUNTS HEAD AND BARANCH IN CHARGE***

***Main business: MAHINADRA D .G. MANUFACTURING***

***GSP POWER PROJECTS RETAIL DIVISION, BHUBANESWAR***

**Main duties:**

Report to General Manager Accounts Head, dot line to Managing Partner

Supervise 6 staffs (2 accountants, 1 administrator, 1 purchasing officer, MIS Logistic Manger, 3BDMS)

* Responsible for monthly financial reports.
* Analysis of operating expenses and revenue.
* Group reporting
* Establish company yearly budget, quarterly forecasting.
* Control company expenditure and financial status.
* Cash management.
* Conduct audit schemes
* Responsible for reports on taxes, banking and labors.
* Assist in Sales strategies.
* Work closely with Sales Manager to follow up budget and forecast as well.
* Monitor Corporate Policies.
* Payroll Administration.
* Take care Human resource & Administration.
* Co-coordinating Dealer.

***04/2013 to 03/2016: Ast. Accounts Manager***

***KHANDELWAL (AKSHAY) PVC PIPES PVT LTD***

***Main business: PVC PIPE MANUFACTURING***

**Main duties:**

Report to Accounts Manger.

Supervise staffs: Sr .Accounts & Purchase Officers,

* Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters.
* Ensure efficient running of the accounting and information department.
* Plan and control of overhead expenditures and financial results   
  established long term objectives.
* Manage the accounting system including accounts payable, accounts receivable, general ledger, project costing, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results. Ensure compliance with corporate, local statutory requirement through appropriate record keeping.
* Work proactively with management team to control actual financial results consistent with operating plan commitments for the organization.
* Prepare and analyze monthly financial results, quarterly forecasts, performance review and annual budget, yearend reporting and year end package.
* Maintain adequate procedures and controls to ensure accuracy of job costs.   
  Establish adequate internal controls and procedures to safeguarded and protect company assets.
* Payroll Administration.
* Liaise with bankers, auditors, tax agents, legal consultants and statutory bodies.

**Achievement:**

* Set up accounting system
* Conduct accounting software
* Set up finance and accounting report system
* Set up internal financial control procedures

***03/2009 to 04/2013: Finance and Accounting Manager***

***GRASSLAND HERBS& AGRO FOODS PVT. LTD (FMCG)***

***Main business: Cashew Processing & Import & export***

**Main duties:**

Report to Managing Director

Supervise 7 staffs: general, receivables, payables, costing, banking, asset accountants and cashier.

* Budgeting ,Financial report and analysis
* Making income bridge, expense bridge between actual and budget
* Cash management, Assist Managing Director with financial strategy.
* Loan and hedging and Approve payment
* Monitor salary system
* Managing accounting activities of branches
* Handling all statutory Matters Like (VAT CST IT TDS and ST)
* Import & Export Work

**Achievement:**

* Reorganize accounting dept.
* Restructure accounting system

**Reason for leaving:**

* To upgrade career

***04/2007 – 04/2009: Executive “Accounts & Taxation***

***MAHA CEMENT LTD***

***Main business: Cement manufacturing***

**Main duties:**

Report to Accounts Manager

Supervise 6 staffs: banking, tax accountants and cashier.

* Preparing various M.I.S reports.
* Quarterly, Half-yearly and Annual financial statements. (P& L Account, Balance sheet,
* Cash Flow & Funds Flow)
* Daily Stock report & Petty Cash, Monthly Debtors analysis report, Collection report etc.
* Preparation of Bank Reconciliation Statement.
* Data entry in computerized accounting system: for Sales, Purchases, Journals, expenses etc.
* Deal with Group, External and Tax auditors

**+ Extra responsibility**:

* Member of ISO committee (participate in setting up company quality system)
* ISO internal auditor (participate in control and improve the quality system)

**Achievement:**

* Execute accounting activities fluently
* Build up accounting and store procedure system

**Reason for leaving:**

* To have a more challenging and fulfilling job in Finance and Accounting.

***07/2006 – 03/2007: Jr.Accountant***

***Ved &Co***

***Main business: UP BASED C.A Firm***

**Main duties:**

Report to Chief Accountant

* Auditing Voucher and Ledger etc
* Preparing monthly Profit & Loss, Balance Sheet of Client
* Monthly forecast P/L and forecast of production cost
* Profit Tax, Personal Income Tax.

**Reason for leaving:**

* To get advance in career.

**LANGUAGE** Odiya, English and Hindi / Good

**PC SKILL** MS Office (Word, Excel, Power Point, Access)Accounting software/Tally ERP: SAP,

**Declaration**

**I DO HERE BY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS CORRECT UP TO MY KNOWLEDGE AND I BEAR ALL THE RESPONSIBILITY FOR THE CERRECTNESS OF THE ABOVE MENTIONED PATICULARS**.

Date:14TH NOV 2019

**Satyabrata Nayak Place: Bhubaneswar**