**CURRICULUM VITAE**

**SATYA RANJAN NAYAK**

**Mob-**91-9437910698/9090798118**; Email id**: [snayak689@gmail.com](mailto:snayak689@gmail.com)

**CARRIER OBJECTIVE**

I am looking forward to committee my skills & abilities with an organization where there is potential for growth and hard work put in maximum contribution for the growth of company.

**SYNOPSIS**

* Accomplished 1year in “INSTITUTE **OF GASTRO & KIDNEY CARE HOSPITAL PRIVATE LIMITED”** as Billing &Accounts Assistance.
* Accomplished 9 month in **“CAUTELA TECHNO SOLUTIONS PRIVATE LIMITED**” as Accountant.
* Accomplished 2 Year and 8 Months in “**BLUEDART EXPRESS LIMITED**” as Accounts Executive.
* Continuing in “**ADHIKAR MICROFINANCE PVT.LTD**” as Senior Accounts Executive.
* Multilingual personnel proficient with English, Hindi, Odia.
* An analytical thinker with excellent reasoning and interpersonal skills.

**SCHOLASTIC**

2019 M.Com (Hons.) from INDIRAGANDHI OPENUNIVERSITY“IGNOU” BBSR with 58%.

2009 B.Com (Hons.) from “PRANANATH (AUTONOMOUS) COLLEGE, Utkal University, Khurda, Odisha with 62%.

2006 +2 Commerce from “PRANANATH COLLEGE”, C.H.S.E, Khurda, Odisha with 61%.

2004 Matriculation from “Kanti G.P high School, Kanti, Odisha with 69%.

**WORK EXPERIENCE**

***COMPANY 1***

Title : ***Billing &Accounts Assistance.***

Organisation *: INSTITUTE* ***OF GASTRO & KIDNEY CARE HOSPITAL PRIVATE LIMITED***

Type : Hospitality Industry

Duration : 2nd April 2013 -31st March 2014.

Description : Billing, cash collection, Preparing Expense report, handling petty cash

***COMPANY 2***

Title : ***Accountant.***

Organisation : ***CAUTELA TECHNO SOLUTIONS PVT.LTD***

Type : CCTV and Securities Industry

Duration : 1st April 2014 -31st December 2014.

Description : Receipt entry, Payment entry, Sales entry, Purchase entry, TDS, Vat entry, voucher preparation etc.

***COMPANY 3***

Title : ***Accounts Executive***

Organisation : ***BLUEDART EXPRESS LTD.***

Type : Courier & logistic industry

Duration : 1st January 2015 –30th Nov 2017.

Description : Cash collection ,Entry tax calculation and Collection, COD & POD collection charge, Handling Petty cash, Day to Expenses Report, Preparing Estimation of Budget for the Month, Bill checking of vendors, Maintaining voucher of both cash & bank

***COMPANY 4***

Title : ***Senior Accounts Executive***

Organisation : ***ADHIKAR MICROFINANCE PVT .LTD.***

Type : Providing Small Finance to Different SHG Groups.

Duration : 1st Dec 2017 –continuing.

Description : Preparation Daily (YBL PORTFOLIO) Demand Collection Reconciliation, Disbursement, Re payment schedule, BC Outstanding, Providing Debit Confirmation, NPA Repayment, preparation of daily OD status and Providing Cumulative OD Report.

**IT SKILLS**

* Conversant in Windows, Tally 9.0 Erp, Ms-Excel, Ms-Word, Ms-power point, Internet Application.

**PERSONAL DOSSIER**

Name : Satya Ranjan Nayak

Date of birth : 28th June 1989

Sex : Male  
 Marital status : Unmarried  
 Nationality : Indian   
 Languages known : English, Hindi, and Oriya

Hobbies : Reading Books, Watching TV, Listening Songs, etc.

Address : Madhipur, Pipili, Puri, Pin-752104

**DECLARATION**

I hereby declare that the above information mention is true to the best of my knowledge & belief.

DATE-27/09/2020 SATYA RANJAN NAYAK

PLACE - Bhubaneswar SIGNATURE