

# Curriculum Vitae

**NAME:** Divya Nayak

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**SEX:** Female

**DATE OF BIRTH:** 22/11/1981  
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**QUALIFICATIONS:** 1) Master's Degree in Business Administration (MBA)  
with Specialisation in Finance.  
(Besant Vidya Kendra, Mangalore University,  
Mangalore, India, 2004)  
Passed in **First Class with Distinction** in all the four  
Semesters of the course.

Subjects included Financial Management, Human  
Resource Management, Merchant Banking, Security  
and Portfolio Analysis, International Financial  
Management, Statistics, Operations Research and  
Economics.

2) Bachelors Degree in Science (BSc)  
(Canara College, Mangalore, India, 2002)  
Major in Physics, Chemistry and Mathematics.

**EDUCATION:**

**1. School**

St Aloysius Primary School 1987-1991  
Mangalore, India

Canara High School 1991-1997  
Mangalore, India  
Passed in First Class with Distinction.

**2. College**

Canara College 1997-2002  
Mangalore, India.  
Passed in First Class with Distinction

## **WORK EXPERIENCE:**

Took career break to care for my special needs child since October 2015.

### **Internal Accountant (United Kingdom)**

**Worked as an Internal accountant at Moseley Medical Centre, The surgery since January 2010- October 2015**

(Was also working at Doctors' other businesses like Edgbaston Grange Day childrens' nursery, 4 Autistic care homes- managing accounts along with administrative responsibilities.)

Main duties were Payroll function, Bookeeping.

### **Payroll Duties**

- Receive payroll information from each company (4 companies, total over 50 employees), prepare timesheets on the basis of that information
- Ensure accurate processing of the payroll so that staff receives their pay on the said Pay-date by using **Payroll bank interfaces** like **PAYFLOW, TELEPAY, CROWNPAY** etc.
- Ensure the necessary returns (P45, P46, Full Payment Submission etc) are provided to HMRC.
- Distribution of payslips each month.
- Attend to NHS pension contributions of relevant staff and pay over the appropriate amount on a monthly basis to NHS Pensions agency and complete necessary returns.
- Ensure the correct amount of PAYE is paid over to HMRC each month before the due date.
- Maintain **SSP, SPP, SMP** for staff to update their absence records in the Payroll system.
- Entering all details received from HMRC such as new tax codes, etc into the payroll software
- Processing and completion of the payroll **year-end** returns of all 4 companies before the deadline.

- Ensure all payroll queries are promptly attended to and resolved
- Ensure that any changes in payroll legislation is implemented
- Calculation and payment of termination payments.

### **Bookkeeping Duties**

- ❖ Preparation of cashbook for a couple of Care Homes, Day Care Nursery for children and GP surgery.
- ❖ Banking money received (Fees/ other cheques) into respective bank accounts
- ❖ Writing & posting cheques for various Invoices, Paying bills etc
- ❖ Maintaining Petty Cash account for the Surgery
- ❖ Other admin duties like ordering stationary, writing Official letters, Filing etc

### **Junior Accountant (United Kingdom)**

Worked as a Junior Accountant at City Tax Accountants, Birmingham, UK for 6 months (June 07- Nov 07).

Duties Carried Out:

- Payroll:
  - Preparation of Weekly/Fornightly/Monthly wages for over 60 Companies (approx. 400 employees).
  - SSP/SMP
  - Issuing P45/P46/P60
  - P35 for employers
  - Submitting monthly PAYE Remittance to Inland Revenue
- VAT Returns:
  - Have calculated over 50 Vat Returns during the period.
  - Preparation of Sales Day Book
  - Preparation of Purchase Day Book
  - VAT Control
- Correspondences:
  - Over the Phone: Discussing cases/clients with HMRC, HMCE and Companies House.
  - Writing Official Letters

- Forms:
  - 64-8 (Authorising the Agent)
  - Vat Application forms
  - Annual Returns declaring the ownership and the number of shares held by the client to Companies House
  - Monthly Contractors Returns: Submit the monthly sales from the Sub-Contractors to Construction Industry Scheme.
  - Stock transfer forms
  - Various Companies House forms – 288,287,DCA etc
  - Formation Of Limited Companies (with Nationwide)
- Bank Statements:
  - Summarising Banking, Cheque Payments, Cheque books and preparation of Bank Control
- Miscellaneous
  - Other day to day Admin duties like placing advertisements on the newspapers, ordering stationery, etc

### **Lecturer (INDIA)**

Worked as a full time lecturer for 'Manasa College Of Management Studies', Mangalore, India, to teach MBA (Master of Business Administration) course from July 04 - Dec 04 (6 Months).

Subjects taught – Financial Management, Operations Management and Statistics.

### **PROJECT WORK: (INDIA)**

1) Conducted a study on “**Ratio Analysis and Trend Analysis**” in the Finance Department of Mangalore Refinery and Petrochemicals Ltd., a 6000 Million Rupees project for a period of 6 weeks from 19 May 03 to 02 July 03.

Also studied the work process of different sections (Export division, Import division, Pay roll section, Purchase & Maintenance division) in the Finance Department of MRPL ONGC.

Prepared a report on the general work process of the Finance Department.

## 2) ***“A Study on Testing Efficiency of Indian Stock Market: A Special Reference to BSE Sensex”.***

This study was conducted to test whether the stock price behaviour in the Indian Stock Market characterizes a random process or not.

Further studies were made to test the efficiency of the stock market in instantly adjusting the stock prices to all publicly available information like dividend declaration, Announcement of profits made by the Company during the specific periods, Annual Reports containing Balance sheets of the listed Company etc.

The studies helped understand that there is very less or no possibility of predicting the daily, weekly stock prices using the historical information of the share prices in the Indian Stock Market.

### **COMPUTER SKILLS:**

- **Diploma in Computer Applications (MS Office)** awarded by NIIT (National Institute of Information Technology). Very fluent in using MS Word, Microsoft Excel etc.
- **IRIS Software , SAGE 50 for Payroll**
- **Diploma in C programming and Unix** awarded by MICE (Manipal Institute of Computer Education).
- Very fluent in using statistical packages like **SPSS. 6.0**

### **EXTRA CURRICULAR ACTIVITIES:**

Active participant in cultural activities like drama, dance etc conducted in my School & College.

In charge of conducting inter-collegiate cultural activities/ events held in my College.

I love swimming and gardening.

### **PERSONAL STATEMENT:**

- Team player able to cooperate and share.
- Patient and able to deal with a heavy workload.
- Well motivated and can work with minimal supervision

## **REFREES:**

### **1) Dr K Somasundara Rajah**

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### **2) Mr Ullas Patel**

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### **3) Mrs B Pangli**

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