

ABOUT

Qualified Chartered Accountant in **NOV 23** with good communication skills. Extremely motivated to constant develop my skills and grow professionally. To be an integral part of a reputed, growth oriented organization and work in a challenging and dynamic environment.

EDUCATION

COURSE	INSTITUTION	PERCENTAGE
CA Final	ICAI	53.75%
CA IPCC	ICAI	52.42%
B. COM(H)	UTKAL UNIVERSITY,Bhubaneswar	55.55%
Class XII	C.H.S.E Odisha	60.83%
Class X	B.S.E Odisha	56%

WORK EXPERIENCE

Senior Manager at R K DAS & Associates(Chartered Accountants)

(Dec 2023 – Continue)

- TDS Return Filing: Prepared and submitted accurate TDS returns in a timely manner
- GSTR 3B & 1: Ensured timely filing and compliance with GST regulations
- GSTR 2B & 3B Reconciliations: Conducted thorough reconciliations of OSMC ,Rashmi Motors Pvt Ltd, Kapilash Infrasel Pvt. Ltd. to identify and address discrepancies
- GSTR Annual Return Filing: Prepared and filed annual GST returns with precision
- Financial Statement Preparation: Prepared accurate and comprehensive financial statements, including Balance Sheets and Profit & Loss Accounts as per IND AS .
- Conducted statutory audits and internal audits to ensure compliance with regulations and company policies of Various Clients Such as MCL ,OSMC,Union Bank,UBI .
- Prepared and reviewed income tax compliances of Odisha Plasto,Kapilash Infrasel Pvt. Ltd., Great Eastern Pvt. Ltd.
- Performed vouching, verification, and ledger scrutiny to ensure accuracy and compliance with TDS, TCS, and GST regulations .
- Finalized branch accounts and trail balances for consolidation purposes .
- Assisted in tax audit preparation (Form 3CD) of various clients .
- Reviewed internal controls and identified areas for improvement .
- Conducted inventory verification of Kalinga Packers Pvt Ltd to ensure accuracy and completeness .

Article Assistant at L Lal & Associates (Chartered Accountant)

(Apr 2016 -May 2019)

- Prepared and filed income tax returns for individuals, companies, and trusts .
- Prepared accurate and comprehensive financial statements, including Balance Sheets and Profit & Loss Accounts .
- Conducted audits of trusts, ensuring compliance with regulatory requirements.
- Conducted concurrent audits of bank transactions, ensuring accuracy and compliance

Suresh Chandra Nayak

Chartered Accountant

✉@casureshnayak91@gmail.com

☎ 7978251317

📍 Plot No-423,Nayapali

Bhubaneswar .

SKILLS

- ❖ MS-Office
- ❖ MS-Excel
- ❖ TALLY ERP 9.0

PERSONAL DETAILS

Fathers Name: Dasarathi Nayak

DOB : 06.07.1991

Gender : Male

Nationality : Indian

Address : Bhubaneswar,Odisha

Category : General

Hobby : Travelling, Sports

Language : English, Hindi, Odia