

Debarata Nayak
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**In pursuit of career enhancing opportunities in the field of
Finance and Accounting**

CAREER OBJECTIVE:

To work in a challenging environment, to enhance my skills in the financial field that would lead to fulfilment of both corporate & personal aims. Looking for a responsible position to put my experience, abilities and interests for growth of the organization and myself

EDUCATION QUALIFICATION:

- Matriculate from GP High School, Kharianta in the Year 2009.
- +2 In Commerce from Badapara College, Badapara in the Year 2011.
- B. Com from Utkal University in the Year 2015.

WORK EXPERIENCE:

From Sep'2016 till date (4.3 Years) -10i Commerce service Pvt Ltd (ShopX) as Accounts Executive.

SHOPX is a young and fast-growing team that is successfully building a new \$50B e-commerce model for India and beyond.

Roles and Responsibilities

- Bank Reconciliation & Debtors, Creditors Reconciliation and Branch Reconciliation.
- Having knowledge about FX Revaluation.
- Open item clearing.
- Inter Company control checks. (like trading with itself)
- Performing Adhoc requests from client and management
- Journals Posting.
- Preparing ad hoc reports as requested by client / auditors.
- Performing Reconciliation between TALLY and METABASE (Reporting Tool)
- Handling Accrual engine and validating evidences of accruals
- Scheduling of Journals for Recurring entries monthly/quarterly as per client request
- Reviewing GRIR clearing file and presenting the same in the task force meeting
- Preparation of Sales and Inventory reconciliation file
- Maintain Vendor Bills, Ledger and Payments.
- Maintain of inventory opening Stock and Closing stock.
- Knowledge of all type of entries (Sales, Purchase, Expenses & Bank)
- Pays employees by receiving and verifying expense reports and requests for advances, preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.

- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburses petty cash by recording entry; verifying documentation.
- Employee Reimbursement Expenses
- Take care of day to day accounting like Top up entry, branch transfer etc.
- Good knowledge in MS -Excel and MS-Word like:(V Look Up, Pivot Table, Sum,Sumif,Countif)
- Coordination with Project teams and Accounts department
- AP/AR (Accounts Payable, Accounts Receivable)
- Good knowledge in payroll (PT, PF,ESI,TDS)
- Logistics payments (Local Sourcing)
- Preparation of PO'S (Purchase Orders)
- Month end closing activities like Prepaid and provision expenses accounting
- Wallet reconciliations with tally books including (Top-up, Order, Refund, Reward, Commission)
- Knowledge about GST (SGST, CGST, IGST)
- Reconciliation of Payment Gateway transactions with bank and internal data base
- Finance process management and streamlining. Designed wallet payment process for various wallet payment types. Continuously improved processes resulting in effective operations across the department.
- Responsible for retailer and distributor payout. Managed end to end activities, starting from workings preparation till settlement of the payout. Also ensured remittance period met defined SLA.

From May'2015 to Sep'2016 (1.5 years)– With N.K Sanitation as Assistant Accountant.

Roles & Responsibilities:

- Preparing books of accounts in Tally
- Preparation of Monthly BRS statement
- Assist to various financial analysis related to expenses & Over Heads
- Payroll processing Salaries and Wages Sheet.
- Knowledge Computing taxes and Filing of Tax Returns
- Assist in MEC (Month End Close) activities
- Well versed in P2P (Procure to pay) process
- Knowledge Computing taxes and Filing of Tax Returns
- Assist in MEC (Month End Close) activities.
- P.O. matching with invoices
- Meet services level agreement and performance targets related to the R2R process.
- Assist in Internal, Statutory & Tax audit.

COMPUTER SKILLS : MS-Word, Tally 9.0, MS-Excel, METABASE

AWARD & RECOGNITION : Received best employee Spotlight award in 2018 & 2019.

PERSONEL INFORMATION

Name : Debabrata Nayak
 Date of Birth : 04.06.1993
 Father's Name : Sailendra Prasad Nayak
 Present Address : #2 nd floor Laxmi Layout
 Marathahalli

Marital Status : Single
Languages Known : English And Hindi.

DECLARATION:

I hereby declare that the above information furnished by me is true and fair to the best of my knowledge.

Date:

Debabrata Nayak

Place: Bangalore