

**Debarata Nayak**  
**Email: [nayakdebabrata.exp@gmail.com](mailto:nayakdebabrata.exp@gmail.com)**  
**Mob No: 9611141764**

**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**