

SURAJ NAIK

Ph: +91-9110491893, +91-9591417047

Email: surajnk99@gmail.com

Career Objective

Seek a challenging position that will enable me to utilize my skills and capabilities; thereby fostering growth to the company.

Work Experience

OYO Hotels & Homes (Regional Office)

July 04th 2019 – Jan 15th
2020

Designation

Finance Executive

Key Deliverables

- Responsible for smooth reconciliation process of more than 450 active business partners in Goa zone (Independently handled this role)
- Ensuring all the invoices are sent to business partners without errors.
- Working closely with Central finance team to achieve day to day goal.
- Addressed customer and partners issues independently and resolved within given TAT
- Training other team over taxation, TDS & GST.
- Maintaining healthy relationship with business partners
- Performing Out of the job roles (As situation demands)

Ayesha Distributors January 10th 2018- April 15th, 2019

Designation

Head of Finance & Accounts (Self-employed)

Key Deliverables

- Responsible for every finance and accounting outcomes
- Making Sure accurate Accounts Payable & Receivable details are maintained
- Book keeping Responsibilities
- Periodic Taxation Compliances (TDS, GST & ITR)
- Forecasting growth & analysis considering stock movements
- Handling Stock levels
- Conducting Revenue leakage audits
- Fixing credit period of customers depending on their payments and credibility
- Responsible for various other role (Operation, Sales)
- Conducting daily business smoothly & ensuring timely supply of goods to customers.

U L Swadi & Co. (CA Firm) October 28th 2014 – October 27th 2017

Designation

Articled Assistant
(Under ICAI Regulations)

Key Deliverable

- Clients Book keeping (Manual & Computerized)
- Filing clients Income Tax return
- TDS Filing
- VAT Returns
- Statutory Audits of Companies
- Bank Audits
- Conducting Scrutiny of books of accounts of clients (Including physical stock verification)
- Conducting Tax Audits on scrutinized books of accounts.
- Cooperative Societies Audit

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Education Background			
Degree	Year	School/College	Percentage or CGPA
Financial Analysis Prodegree (persuing)	2020	Imarticus learning (In Association with KPMG)	--
B. Com	2011-14	St. Anne’s Degree College (Mangalore University)	71.84%
PUC	2009-11	Cauvery Pre university college, Virajpet	81.33%
SSLC	2009	Y T S S Junior College, Yellapur	75.84%
Skills & Tools			
Technical Skills		Various return filings, Accounts Finalization, Digital Marketing	
Tools		SAP, MS office, Tally, Busy. Winman Taxation & TDS software	
Personal Details			
Address for correspondence		H No 1355 ,Post Balagimane, Taluk Yellapur, Uttara kannada ,karntaka -581359	
Date of Birth		23 rd Sept 1993	
Gender		Male	
Languages Known		English, Hindi, Kannada & Konkani	