

CURRICULUM VITAE

Name : Ms. GODSE NAYANA HARISHCHANDRA

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Educational Qualifications :

Exam	Board / University	Year of passing	% obtained	Specialisation
C & W A	ICWAI Calcutta	1999	Passed	
M. Com.	University of Pune	1996	66	Audit, Taxation, Statistics
B. Com.	University of Pune	1994	71	C & W A and S P C M

Additional Qualification : Certificate course in WordStar, LOTOUS, TALLY, MS Word and MS Excel.

Experience:

- 1) Magic Electronics, Pune:** Served as an Assistant Internal Auditor from April 1997 to May 1998 in computerized accounting environment.

2) Maharashtra Academy of Engineering and Educational Research, i.e. MIT Group of Institutions, Pune:

Served as Finance Officer from January 1999 to September 2015. Assigned the work of accounts of various Schools and Colleges situated in Maharashtra and Trust MAEER Pune.

1. To develop and supervise computerised accounting in all units.
2. Handling liaison work with statutory audit authorities and preparation of Balance Sheets individual and consolidation.
3. Preparation of consolidated annual Budget.
4. Preparation of Fund Flow statements for loan purposes.
5. Preparation of Shikshan Shulka Samiti papers and attending hearing.
6. Preparation finance related reports for various committees viz. University, AICTE, PCI, MCI, DCI, NBA, NAAC etc.
7. Preparation of papers related to Income Tax, Service Tax matters and attended cases at Assessing Officer, Tribunal Court and High Court.

3) MIT Art, Design & Technology University, Pune:

Joined as an 'Advisor, Finance & Accounts' in August 2016. Then taken charge as 'Chief Accounts & Finance Officer' since July 2017 till date.

1. Supervision of day to day activities of accounts and finance section.
2. Preparation of annual budget of the University and constituent units / departments.
3. Preparation of Balance sheet of the University and constituent units / departments.
4. Working of fee rates for various programs for Fee Regulating Committee.
5. Preparation of papers related to loan proposal.

Remarkable activities:

1. Computerization of manual books of accounts of all schools and colleges of MIT Group of Institutions in the year 1999-2001.

2. Handled special audit of MAEER by Income Tax Department in 2008-09.
3. '***A practical guide to Accounting***', book giving complete and useful information on daily accounting procedure has been prepared jointly with Late P Srinivasan. The guide incorporates every aspects of day-to-day accounting for ready reference which can be used by even a newly appointed clerk. The guide will also be useful to Principals / Directors.
4. After GST implementation from July 2017, modified entries were invented as against the normal purchase entry, to avoid double entry work.

(Ms. N H Godse)