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| **INTRODUCTION AND CAREER OBJECTIVES** |
| To utilize my Accounting, Financial & Auditing experience of various profile and strong work ethics to contribute to the success of the Organization, its employees and customers.**PERSONAL SUMMARY** |

Working Post Qualification Experience of **“9”** (Nine Years) in Finance, Internal/External Audit. Working to add value to organizational performance by providing high quality auditing and review services that result in reduced costs, gains in operational efficiencies, strengthened internal controls, effective governance systems, risk control and improved operational and corporate policy.

**EDUCATIONAL CREDENTIALS**

* **Bachelor of Commerce** from Mumbai University , 2004
* **Masters of Commerce** from Mumbai University, 2006

**PROFESSIONAL CREDENTIALS**

* **Chartered Accountant Intermediate,** from Institute of Chartered Accountants of India, 2007
* **Company Secretary Intermediate**, from Institute of Company Secretaries of India ,2010
* **Pursuing CIA ( Certified Internal Auditor)** from Institute of Internal Auditors, Membership number-

**ORGANISATIONAL EXPERIENCE**

**Company** EROS GROUP

 **Location** Dubai, United Arab Emirates

 **Position** Senior Internal Auditor

 **Team handling** 2 employees

 **Period**  February’2012 till May’2016

 **Reporting to**  Deputy Manager-Internal Audit, CEO & Deputy CEO

**JOB RESPONSIBILITIES**

**Process & Operational Audit:**

* To review that all department is functioning as per the norms, policies and procedures accordance with departmental standards & Execute Audit in a professional manner as per audit programme/standard
* Managing the execution of audit from the initiation of engagement advice to the issuance of audit report and executive summary
* Plans and executes financial audit and related assignments in the process and operations area in accordance with the approved Internal Audit work plan
* Compile Audit working papers file for all Audit reviews, as an evidence of audit observations, to facilitate easy review by ISO/External Auditor.

**Financial & Transactions Audit:**

* Coordinating with all other departments (HR, Payroll, Sales, Credit control, Inventories, Logistics and Purchase) for finance and other reporting issues
* Approval of incentive claims by sales team including Salesmen, Branch & Product Heads
* Circulation of executive summary to the management on monthly basis, mentioning the open audit points and its reply by the auditee
* Compilation & Analysis of financial statements & various MIS reports relating to daily, weekly & monthly Sales/ Overheads/ Profitability/ Receivables & Stock related reports.
* Supporting the preparation of Annual Sales & Overheads Budgets and Rolling Forecasts along with periodic performance review for entire Group.
* Receive & Send invoices after complete verification from material receipts & issued
Reports, and supervise if booked in accounting systems
* Fort-nightly review of receivables aging and timely actions on overdue outstanding
* Assisting Fixed Asset supervisor to prepare the company fixed assets register
* Monitoring of GIT on weekly basis and coordinate with logistics team for timely GRN and to keep GIT within the acceptable days.
* Monitoring and review of trouble code stock aging at WH and coordinate with logistic team to clear trouble aging.
* Scheduling of stock counts at least twice a year for territory and ensuring stock counts are conducted as per schedule to Complain group SOP
* Review and analysis of Stock take result with reasons and providing necessary approvals to post the results.
* Drew up corrective action plan to reduce shrinkage and timely monitoring the agreed action plan to control further shrinkage.
* Review of aging stock on monthly basis and comparison with budged levels of inventory.
* Controlling of damage inventory and ensuring damage write off is within the acceptable limits.
* Review of stock adjustments and ensuring all adjustments are corrective and sign off from GM.
* To check the monthly payroll reports which generate from the software and verify if salary paid to employees if as per the agreed terms.
* Ensuring no revenue leakage through cash shortage, improper discounts, overrides.
* Monitoring and report on discounts, promotions, price revisions, markdowns and price overrides.
* Ensuring all tenders Cash, credit, credit note, gift vouchers and loyalty points are reconciled on timely basis and no revenue leakage/shortages are recovered and correct accounting of tenders.
* Analysis of monthly expenditure and revenue figures based on trend and seasonality,
reconciliation for whole group with balance confirmations of subsidiaries
including raising Invoices/Debit notes/Credit notes.

**Company** N.R.Doshi & Partners (CPA firm)

**Location** Kinshasa, Democratic Republic of Congo (DRC) & Dubai, United Arab Emirates

**Position** Senior Auditor

**Period**  March 2011 to December 2011

**Reporting to**  Partner & Supervisor

**Client handled**  **R.A.W Group (Kinshasa, Democratic Republic of Congo)**

**JOB RESPONSIBILITIES**

* Assist the Internal Audit Supervisor, in long term and short term audit planning, at the entity level.
* Handled audit engagements from planning to finalization. These engagements are performed on companies using International Financial Reporting Standards (IFRS)
* Performed a walkthrough procedure to understand the business processes of the audit client.
* Handled agreed upon engagements which includes performance of agreed upon procedures on financial due diligence audit and detailed process verification.
* Performed consolidation working papers of subsidiaries for financial reporting purposes.
* Identifies significant issues, informs the client and manager regarding the audit issues in a timely manner and develop solutions to the issues identified for approval by the Manager or Partner.
* Provided suggestions and recommendations to improve clients’ internal controls, accounting policies/procedures and risk management processes.
* Prepare and review audited financial statements on base on IFRS (International Financial Reporting Standards).
* Conducting audits, analyzing existing systems for proposing improvisation measures.
* Compile and consolidate audit reports with key findings & observation and present it to the senior management.

**Achievement:** Got selected for IFRS audit assignment for Kinshasa, Democratic Republic of Congo among the team of 45 audit members

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**Company** CATalati & Talati & CA Arpan Shah

**Location** Ahmedabad, India

**Period** August 2007- December 2010

**Position** Auditor

**Reporting to** Partner/ Proprietor/Supervisor

**JOB RESPONSIBILITIES**

* Carrying out finalization of accounts, maintenance of cash book, bank book, ledgers, Petty cash books
* Liaison with banks, Income tax offices and developed income tax, Service Tax, VAT returns of Different Assesses.
* Conversant with company accounts, Statements of capital gain, Short term & Long term gain etc.
* Played a key role in preparation of computation Income of Individuals, Partnership firm, Private Limited and Limited Companies and filing the returns of income
* Finalized VAT Audits of various private companies, partnership firms and individuals.
* Assisted Audit Manager in Internal Audit of:
* **Mother Dairy (A unit of GCMMF)**
* **Macro Polymers Pvt. Ltd.**
* Accomplished Statutory audits for:
* **Eimco Elecon Engineering Ltd.**
* **AIA Engineering Ltd.**
* **Spinning King (India) Ltd.**
* Finalized Tax audits of:
* **Manibhai & Brothers Group.**
* **National Textile Corporation**
* **Amrita Travels Pvt. Ltd.**

**COMPUTER & OTHER SKILLS**

* Excellent PC skills including the ability to produce complex reports, spreadsheets and presentations to an excellent quality through MS office, suitable for review at Senior Manager Level.
* Oracle - ERP, COGNOS, DISCOVERER, ACL, IDEA, MS OFFICE, Windows, Tally ERP.9 & Internet Applications.

**PERSONAL DETAILS**

* **Marital Status** Married
* **Languages known** English, Hindi & Gujarati
* **Abilities/Skills** Interpersonal skills and good convincing power
* **Hobbies/Interest** Table Tennis, Cricket & Swimming
* **Date of Birth** 24th April 1983
* **Religion** Hindu, Thakkar