**Rupesh**



[Rupesh.347405@2freemail.com](mailto:Rupesh.347405@2freemail.com)

**Professional Objective**

To make a mark in corporate world by working in an organization that will be capable of bringing best out of me and provide an ample opportunity for continuous learning, growth and success in alignment with organizational goal.

**Professional Contour**

**1. Sheo Hari and Company – Bhairahawa, Nepal**

Position: Assisting Audit Manager (From June 2014 – till date)

* Conducted statutory audits, tax audits, internal audits and legal advisory services under Nepalese laws for various clients and some of them are listed below as:
* Prabhu Bank Limited
* Nepal Community Development Bank Limited
* Tinau Development Bank Limited
* Everest Finance Limited
* Lumbini Eye Institute
* Priya Packaging
* Arun Foods Private Limited
* Lumbini Builders
* Gyan Sunshine Higher Secondary School
* Nepal Innovative Development Bank
* Siddhi Binayak Foods Pvt Ltd and many more

**2. SS Kothari Mehta & Co – New Delhi, India**

Position: Article Assistant (From 16th September 2010 to 15th September 2013)

Position: Paid Assistant (From 16th September 2013 to 15th April 2014)

* Conducted statutory audits, tax audits, internal audits and legal advisory services under Indian laws for various clients and some of them are listed below as:
* Lakshmi Precisions and Screws Limited (Manufacturer of Bolts and Screws)
* BPTP Ltd. (Real Estate Company)
* Grand Hyatt Mumbai (Hotel Industry)
* Amira Foods Limited (Exporter of Rice)
* Luxor Writing Instruments Private Limited (Manufacturer of Pens, Ball Pens etc.)
* Khaitan Chemicals and Fertilizers Limited (Manufacturer of fertilizers)
* BLS Polymers Limited (Manufacturer of Polymers)
* Satyam Cineplex Limited (Cineplex Industry)
* Hilton Hotels (Hotel Industry)
* [LG Electronics India Pvt Ltd](https://www.justdial.com/Delhi-NCR/LG-Electronics-India-Pvt-Ltd-(Head-Office)-Greater-Noida/011P74159_BZDET)
* Hotel Grand, New Delhi

**Responsibilities Handled During Various Assignments:**

**Internal Auditing**

* Planning and conducting professional management system audits.
* Generating ideas to maximise assignment profitability.
* Identifying areas of potential efficiency improvements.
* Involved in financial reporting, risk management, compliance & integrations.
* Compiling reports of audit results to senior managers/partners.
* Daily contact with client staff and other parties.
* Assists in the training and coaching of junior members of staff.
* Promote controls and sound risk management.
* Draft audit reports for review by the lead auditor and senior managers.
* Identify any gaps in controls and make practical recommendations.
* Ensured compliance with the legal obligations, directives issued by regulatory authority, law issued by government etc.
* Prepared SOPs of various companies.

**Statutory Auditing**

* Involved in planning and scale of external audit engagements.
* Managed to develop probable list of all company employees to be interviewed during the audit process.
* Evaluated appropriate financial areas and records that could be examined.
* Reviewed all of the required materials for accuracy.
* Evaluated client's controls and procedural standards. Similarly reviewed entity's information technology control procedures whilst assessing internal controls.
* Investigated all material issues raised by inquiries from professional or regulatory authorities.
* Evaluated and expressed opinion on financial statements.
* Coordinated with and assisted the local taxing authority.
* Ensured that all the statements and reports are free of material misstatements.
* Mentored and developed the junior staff and reporting to senior partners.

**Tax Auditing**

* Audited all documents like: tax return, invoices, balance sheets etc.
* Computed tax refunds and adjustments and identified potential taxpayer liabilities.
* Performed pre-audit analysis of the refund issue(s) and developed audit plan and procedure.
* Reviewed internal accounting transactions to establish accuracy of the taxpayers' refund request.
* Prepared detailed reports of refund audit results.
* Recommended improvements in record keeping or internal procedures to assure adequate documentation.
* Created and maintained uniform corporate procedure manual.
* Reviewed and managed to update existing procedures.
* Managed to establish new corporate procedures.
* Maintained and filed various corporate logs – stock certificates, and legal documents.
* Confirmed compliance with departmental internal audit recommendations and management responses.

**Academic Qualifications**

* Bachelor In Commerce (B Com), from Indira Gandhi Open University (IGNOU), New Delhi in 2011 with 66%. & Equivalent of BBS from Tribhuvan University Nepal.
* "10+2" -Science, from HSEB, Nepal in 2008 with 74.6%.
* School Leaving Certificate Examination from Nepal Board in 2006, with 81.88%

**Professional Qualifications**

* CA (Final – 1st Group) from The Institute of Chartered Accountants of India (ICAI) in May’2014 with 52%
* CA (Final – 2nd Group) from The Institute of Chartered Accountants of India (ICAI) in May’2013 with 51.25%
* Integrated Professional Competence Course (IPCC) from The Institute of Chartered Accountants of India (ICAI) in May’2010 with 66.66%.
* Common Proficiency Test (CPT) from The Institute of Chartered Accountants of India (ICAI) in June 2009, with 85.5%.

**Additional Qualifications**

* 110 Hours Information Technology Training Course Certificate held by ICAI
* 35 Hours Orientation Programme conducted by ICAI

**Computer Proficiency**

* Software: Well versed with MS Excel, MS Word, MS Power Point Tally ERP and SAP. Audit experience in SAP.

**Personal Dossier**

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| *  | Name  Date of birth | : Rupesh Bhandari  : 4th February 1990 |
| *  | Fathers Name | : MuktiRam Bhandari |
| *  | Nationality | : Nepali |
| *  | * Marital Status | : Single |
| *  | Religion | : Hindu |
| *  |  |  |
| *  *  | Languages known  Hobbies | : Nepali, English and Hindi  : Reading novels, listening music. |

**Declaration**

I hereby declare that all the above mentioned facts and information are true to the best of my knowledge. I will be solely responsible for any discrepancy found in them.

Sd/-

Rupesh