

**AWADHESH**

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Dear Sir/ Madam,

I am submitting here with my resume for your perusal and favourable consideration for the post of **Chartered Accountant** professional.

With the backup of qualifications of **CA, B.COM as** well plus experience of working in CA firm & corporate.

As a proactive and result oriented finance professional, having a strong track record of handling multiple assignments efficiently under tight delivery deadlines

My systematic and organized approach, quick adaptability, ability to achieve goal in adverse situations also, comprehensive problem detection/solving abilities and logical and analytical approach have been my biggest assets.

I am seeking an opportunity to synergies my skills and expertise with the organizational objectives.

My core competencies are:

|  |  |  |  |
| --- | --- | --- | --- |
| Cost Analysis | Risk Analysis | Gap Analysis |  |
| Accounts and Finance | Internal Audit | Development | of |
|  |  | policies |  |
|  |  |  |  |
| Planning and Scheduling | Statutory Compliance | Internal Control |  |
|  |  |  |  |

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thanking you.

***RESUME***

**CA, BCOM**

**Career Objective**

To work in a challenging environment where not only my knowledge, experience and abilities can be best utilized but which also offers a strong foundation for learning and growth and exposes me to new challenges.

**Professional Experience**

**CURRENTLY WORKING WITH:**

**Organisation** **: CONCEPT FLEXIBLE PACKAGING LLC.**

**Role** **: INTERNAL AUDITOR**

**Duration** **: JULY2014 to till date.**

**CONCEPT FLEXIBLE PACKAGING LLC** situated at **AL GHAIL INDUSTRIAL AREA, RAS AL KHAIMAH, UAE.** Concept Flexible Packaging LLC operates in the field of flexiblepackaging. It produce a wide range of printed films in different structures like BOPP, PET, LDPE, CPP, NYLON , ALU FOIL, TWIST WRAPPER , PAPER, PVC SHRINK SLEEVES FOR all types of food items.

**KEY RESPONSIBILITIES :**

Developing & Standardization of policies & procedures.

Responsible for conduction Internal Audit & come up with loopholes in the processes & rectify it.

Conducting process & Departmental Audits of various functions

Preparation and producing of Audit Reports for management and Statutory Auditor, Highlighting issues and providing potential solutions.

Handling of Pre-Audit of various group companies.

Handling of Post Audit including of Bills & various reconciliations.

Assist in audit of documentation handling part of Financial closure (FC) activities Handling of General Ledger scrutiny.

Any Special audit as directed by management. Supervise junior audit staff in the team.

Preparation and analysis of costing reports.

Monthly stock taking and preparing analysis report.

**PREVIOUSLY WORKED WITH :**

**1) Organisation** **: GRIH KALYAN KENDRA**

**Role** **: Accounts Consultants**

**Duration** **: June 13 to May 2014.**

The **Grih kalian Kendra (GKK)** is a registered society under the Societies Registration Act, 1860, and functions under the aegis of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India. The GKK runs various welfare activities for the benefit of Central Government employees and their dependents.

**2) Organisation** **: DIPTY LAL JUDGE MAL PVT LTD**

**Role** **: ASSISTANT MANAGER**

**Duration** **: DECEMBER 2010 TO FEBRUARY 2012.**

**DIPTY LAL JUDGE MAL PVT. LTD (DLJM)** are serving in area of plastic moulding andmanufacturing facilities, which are located at Noida, Gr. Noida, Tronica & Tapukara.The company identified Auto components as it’s key business area and acquire core competency in manufacturing Automobile components and Home Appliances parts.

**3) Organisation** **: R KHATTAR & ASSOCIATES**

**Role** **: AUDIT ASSISTANCE**

**Duration** **: JANUARY 2007 TO SEPTEMBER 2010**

Worked as an Audit Assistance with **R KHATTAR & ASSOCIATES** Chartered Accountant and completed 3 years Article training as per **ICAI.**

**KEY RESPONSIBILITIES HANDLED:**

Review of accounting functions, maintenance of Books of Accounts, Financial Statements, various reconciliations & FAR etc.

Preparing various reconciliations i.e. Vendors/Excise & Service Tax and inter-company Transactions.

Scrutinizing the bills submitted by Vendors/ contractors for verification and releasing payments.

Preparing monthly MIS Report & Submit to the management. Maintain salary, Reimbursement & TDS of Employees.

Review accounting with implication of Service Tax, Income Tax, and other ancillary matters. Tax Auditing under Income Tax Act 1961.

Proficient in matters relating to **TDS**; timely deposit of tax & filing of returns.

Helping in Identifying and computation of Taxable Income & E. Filing of returns.

Helping in **Drafting replies** as well as **representing** income tax & Service Tax department for the cases under scrutiny.

Providing consultancy on taxation matters for salaried individuals and preparing their tax returns

Audit of Purchase order generated at site/other office & head office.

Working as Articles Assistances conducting various Internals and statutory Audits, some of which as follows.

**Internal Audits :**

Radisson Hotel, Mahipalpur, New Delhi,Intercontinental Eros, Nehru Place, New Delhi,Escorts Hospital New Delhi,Batra Hospital New Delhi.Ambience Mall,Jai Hanuman Sunehari Svenguard Pvt. Ltd (JHS) New Delhi,Sohana International Pvt. Ltd New Delhi.

**Statutory Audits :**

Batra Group of Companies,Starex Group of Companies,Unimate(Group of Companies),Desein Indure (Group of companies),Pan Telecom Pvt. Ltd,Pan Communications (P),Ltd.Multimode Marketing Pvt. Ltd. etc

**Bank Audits :**

* 1. Corporation bank as Concurrent Auditor.

**Qualification**

Chartered Accountancy Final May -2013 from ICAI, New Delhi.

Complete CA Professional Examination-II in Nov.2006 with Ist Division. Complete 3 years training of ICAI from **R.Khattar & Associates.**

Complete general management & communication skill programme (GMCS) of ICAI.

B.Com (Hons.) from “Allahabad University” (Regular) in May 2003.

Senior Secondary Exam from “GIC Allahabad” in 2000 with Ist Division. Matriculation from “SVM Buxar” in 1998 with Ist Division.

**Computer Skills**

Three Months computer course from SSI Computer Education (MS Office, Tally Accounting Package, Internet).