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| **CA SUMIT BHANDARI**  Flat no. 703, Seventh Floor  Al Mariah Building, Behind Burjuman Centre  Dubai, United Arab Emirates  Contact: +971 523236175  Email: [sumitbhandari22212@gmail.com](mailto:sumitbhandari22212@gmail.com) |  |

**WORK SYNOPSIS**

**Danube Group, Dubai, U.A.E Senior Audit Executive Feb’16-Oct’17**

* Involved in planning and execution of audit at various Departments/Branches of the Group at Dubai, Abu Dhabi, Sharjah, RAK, Fujairah, Ajman and ensuring timely completion.
* Handling Internal Audit assignments to assess the adequacy and effectiveness of the established internal controls, ensuring completion within prescribed budget, time and scope parameters.
* Analyse schedules for various expenses, ensuring expenses are charged to correct GL and reporting any findings
* Analyse operating expenses to understand trend with previous periods and highlighting unusual movements.
* Independently discussing Queries / audit report with auditee at appropriate level / highlight critical exceptions to Senior Management and suggest corrective measures.
* Involved in preparation and finalization of Audit Report and Ageing Reports.
* Stock Audit, Documentation Audit, Debtors Audit, Suppliers Audit and Cash and Bank Audit and Expenses Audit.
* Handled audit of other Group Companies like Danube Building Materials, Danube Home & Danube Fashions.

**Kalpataru Ltd- Mumbai, India Auditor June’15–Jan’16**

* Involved in internal audits, review of policies, procedures.
* Collection & analysis of data to identify trend and reporting irregularity to CIA.
* Involved in drafting of Audit Reports and completion of audits timely.

**ARTICLESHIP**

**Joshi Vyas & Associates, Jodhpur, India Associate Feb’11-Feb’14**

* Involved in Statutory, Internal & Financial Audit for various clients.
* Performed detailed analysis of the collected accounting data and assisted in preparation of financial statement
* Preparing & E-filling of Income tax returns & VAT returns of various assesses as per Indian Income Tax Act.

**EDUCATION**

* **Chartered Accountant**, ICAI, New Delhi, India Nov’14
* **Company Secretary**, ICSI, New Delhi, India Jun’13
* **Cost and Management Accountant**, ICMA, New Delhi, India Jun’13
* **M.Com**, MDS University, Ajmer, India Mar’12
* **B.Com**, JNV University, Jodhpur, India Mar’10

**I.T. PROFICIENCY**

* Completed 100 Hrs. of Computer Training from ICAI, Jodhpur Chapter.
* Working knowledge of MS-Office.
* Working knowledge of SAP, Orion, and Microsoft Dynamics NAV LS.

**ADDITIONAL INFORMATON**

Date of Birth: Dec 02, 1989

Marital Status: Single

Linguistics: Expect in English and Hindi

Visa Type: Visit- Till- 20th Mar-18

References available on request