**Rajdev**

E-Mail: rajdev.379631@2freemail.com

**Seeking Internal Audit/Accountant senior level managerial assignments in Accounts /Finance/ Costing Department.**

**Previous Organizational Details**

1. Three years Accountant experience in writing books of Accounts of Trading Company in Himachal Pradesh – India.

Vijay Trader from February 2015 to March 2018

1. **From Dec2005 to October 2014 with Dutco Balfour Beatty Group, Dubai, UAE as an Internal Auditor**

*(A construction company looking after, civil, road, marine, Piling, bridges, Interiors, & MEP works with BK Gulf LLC)*

***Job Profile:*** *To carry out the following audits and prepare report on agreed audit findings and provide*

 *Suggestions & recommendations to management.*

* Contract audit,
* Audit of Divisions (Plant, Scaffolding, Interior, Piling etc)
* Subcontracts audit (labors and contracts)
* Overheads audit(Expenses,camp,provision)
* Procurement Central store & Tools audit,
* Project Time office, Transportation & Stores audit,
* Payroll audit,
* Modification of existing Quality Management system after management approval.
1. Three years audit experience in Chartered Accountant firm in Mumbai - India

R.S. Bindra & Company from Sept 1996 to July 1999

1. Three years Audit experiences in Audit firms in Mumbai –India during the period of Article ship training under the Institute of Chartered Accountant of India from April 1993 to March 1996.
2. Three years experiences in writing books of Accounts of Manufacturing Company in Mumbai – India.

Dhillon Machinery Company from November 1989 to December 1992.

**IT Skills**

* Well versed with Tally, MS Office Professional, and ERP & Internet Applications.

**Academics**

* ***B.Com.*** from Mumbai University, 1991.
* ***Intermediate Chartered Accountant*** from Institute of Chartered Accountants of India in year 2005.
* Certificate course in ***Purchase Management*** from ***Dubai*** Zabeel Culture Institute year 2008
* Certificate course in ***L/C Import Export Management*** from ***Dubai*** Zabeel Culture Institute year 2008
* Certificate course in ***Logistics & Supply Chain Management*** from ***Dubai*** Zabeel Culture Institute year 2008

**Personal Details**

* Date of Birth : September 13, 1970.

**UAE - Job Profile From December 2005 to October 2014**

**Company Details**

Dutco Balfour Beatty construction Group has two companies. Dutco Balfour Beatty LLC and BKG Gulf LLC.

Dutco Balfour Beatty undertakes civil, road, marine, Piling, bridges, Interiors works. It has Interior, Piling, Scaffolding, small works, plant & Transport and Asphalt division.

BK Gulf LLC undertakes MEP works. It has two division Fire Fighting and Facilities Management division.

**Projects worked in Dubai, Abu Dhabi and Qatar**

**Dubai**

1. Dubai Mall,
2. Ras AL Khor Bridge
3. Sheikh Zyed Road Interchange 5.5
4. Sheikh Hamadan Award Building
5. Redevelopment of Fishing Harbor
6. Novotel Hotel
7. Atlantis - Palm Jumeira
8. Sofitel Resort - Palm Jumeira
9. Index Tower

**Abu Dhabi**

1. Yas Maria Island
2. AL Zeina
3. Crown Plaza
4. AL Bahr Tower
5. Eastern Mangrove Development
6. New York university

**Qatar**

1. National Museum of Qatar
2. College of Media and communication

**Internal Audit Program**

Projects/Divisional Internal audit schedules are initially discussed and agreed with Management. Subsequently internal audit notice along with Audit Term of Reference (TOR) is send to concerned employees two months before audit to get all the relevant information required for audit purpose.

After audit draft Internal audit report is prepared for the Audit findings and electronic (e-mail) confirmation for the same is obtained with agreed management action. After confirmation, Final Internal audit report is distributed to management and directors.

Internal audit report consists of following.

1. Index and audit Statistics
2. Executive summary – Background, Scope of Review and Auditor opinion.
3. Detailed Findings
4. Report distribution list

Appendix I : Agreed Action Plans

Appendix II : Overall assessment descriptions

After audit, agreed audit actions plan are periodically checked physically and confirmation is obtained from the auditee and informed to management on quarterly basis.

**Projects Internal Audit Checklist**

The following areas are audited while project and divisional internal audit.

**Contact**

Estimation documents, approval limit to tender, Tender summary sheet (TSS), Project startup meeting, Letter of Intent, Contract agreement, insurance, bonds requirements etc.

**Procurement, Store & Logistic**

Procurement from approved supplier, Materials submittal approval , IPR (Internal Purchase Requisition), LPO (Local purchase order) , Bid Tabs, Supply agreement, L/C documents, Delivery Note, physical checking of delivered materials and Level of authority for the approval of IPR,LPO,Bid Tabs etc. Insufficient tender allowance and losses in procurement of materials brought to the attention of management.

Verification of materials on site, documents used in store for receipts and issues, logistic process for issue of materials, and proper keeping of materials at site stores. Client/Main contractor requirements are complied with in regard to site store.

**Labors (Internal and External/Hired)**

Attendance, Absenteeism & overtime approval list and approval of Project Manager, Construction Manager, Supervisor, Foremen and Site Time keeper and physical verification of labours at site. Verification of labor’s productivity report. Processing of payroll. Verification of leave, unpaid, paid and final settlement.

**Overhead**

Review overhead allocated to project as per charge out rate for the Project Manager, Construction manager, Engineers, Supervisor, Foremen etc.

**General Expenses**

Project’s petty cash expenses paid through cash. Approval level. Site Float limit.

**Subcontract**

Subcontract agreements, Insurances, Bonds requirements, Approval of subcontracts, Back to Back subcontract agreement and payment to subcontract as per level of authority. Subcontract schedule.

**Plant, Transport and Tools (Internal and External/Hired)**

Review site’s plant, Transport and tool’s list, approval of plant, Transport and tools Time sheets and physical verification of plants, Transport and Tools at site. Procedure and documents pertaining to hire of external plant at site.

**Payment Application, Certification and cost incurred**

Review of copy of application, certification and cost incurred to ensure that application is in line with cost incurred and certificate is obtained for the same. Uncertified cost components to be brought to the attention of management. Ensure that reconciliation is maintained for the differences in application v/s certification and cost incurred.

**Project Variation**

Approval is obtained for the variation work done. Company and contract policies and procedure is followed in regard to variation work. Unagreed variation brought to the attention of management. Extension of Time (EOT) is obtained from the main contractor/client. Cost related to EOT is submitted. Correspondence related to EOT is properly documented.

**Non compliance Report (NCRs)**

Refer the NCR correspondence raised by the client/Main Contractor and brought to the attention of management unresolved NCRs. Review Project monthly progress meeting minutes books maintained at site to identify project issues.

**Quality Management system**

To see that project adhered to company’s quality management system manual and suggest modification in procedures.

**Co-ordinate with External Auditor**

Assist in reporting to requests from the External auditor with regard to Internal audit department’s audt and coverage.

**Fraud Investigation report**

Participate in Fraud investigations and submit report to the management.