# CAREER OBJECTIVE

**AAVUDAI**

**Email:**

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**Summary of Skills**

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Expert internal

knowledge

in

audit, concurrent audit and taxation.

* Audit experience across many industries like manufacturing, software, banking, service industry etc.
* Good

analytical

and

interpersonal skills.

* Fluent in English.
* Good team player and ability to handle tasks with qualitative performance.

**Personal Details**

Date of birth: 15/09/1988

Marital Status: Married

Linguistics: English, Tamil, Basic ability in Hindi.

Visa Status: 90 days since 17/01/2020

To achieve the standards of excellence in an opportunity filled and best in class environment that encourages initiatives, team spirit and optimum performance. To be a catalyst behind the dynamic growth of the organization

# EDUCATION

**Professional May 2016**

# The Institute of Chartered Accountants of India

* Chartered Accountant
* Achieved a Total aggregate of 53 %

# Academics 2010 - 2012

**University of Madras, Chennai**

* Master of Commerce (Finance & Accounts)
* Achieved a Total Aggregate of 55%

# 2006 - 2009

**Ethiraj College for Women, Chennai**

* Bachelor of Commerce (General)
* Achieved a Total Aggregate of 79% (First Class with Distinction)

# 2005 – 2006

**Prince Matriculation Higher Secondary School, Chennai**

* State Board – XII
* Secured an aggregate score of 93%

# Technical

Software: Tally ERP, MS Office, Working experience in SAP, Customized ERP’s

Training: Undergone 100 hrs computer training program organized by ICAI

# Value Additions

* Rashtrabhasha Visharad in Hindi.
* Certified in Retail management Course.
* Distinction in Typing Junior.

# ORGANISATIONAL EXPERIENCE

**O CT ‘16 - OCT ‘19:**

Designation : Deputy Manager Job Title : Internal Audit

Company : Banking / Financial Company

# K ey Result Areas

* Plan and manage audits covering various departments viz., Deposits, Treasury, Payrol, Finance, Accounts and operations, ensuring consistent audit approach and adequate audit coverage
* Support the HoD in the annual risk assessment and audit planning relating to the different business departments and operations, including the regular, on-going continuous risk monitoring of the businesses and operations to identify high risk areas and emerging risk themes, facilitating timely updates of risk assessment and driving potential changes to the audit plan
* Establish and maintain effective working relationships with internal and external stakeholders
* Lead business process audits and review of applications used in operations at branch and head office.
* Review of process at branches to ensure in line with company policy.
* Review of statutory returns to be submitted to the regulatory authorities.
* Review of deals on securitisation and derivative instruments.

# J UN ’14 – SEP ’16:

Designation : Specialist

Job Title : Investment Accounting

# K ey Result Areas

* + Preparation and review of annual financial statements.
  + Completing team targets.
  + Distribution calculations.
  + Preparation and review of tax returns.
  + Reconciliation of portfolio records to custodian records.
  + Provision of portfolio valuations in an agreed format.
  + Participation in special assignments and target achievement as well as assigned.

# ARTICLESHIP

**MAR ’11 – MAR ’14:**

Audit Firm : Brahmayya & Co., Chartered Accountants, Chennai Designation : Articled Assistant

# Key Result Areas

* Finalization of year end, limited review, tax audit and transaction audits of Reputed listed entities which includes
  + Manufacturing companies
  + Software companies which provides solutions, products and consulting
  + Portfolio Management and Investment Advisory companies
  + Other small companies.
* Experience in handling *stock valuation* of listed companies.
* Experience in handling secretarial and certification requirements under The Companies Act, Income Tax Act & relevant rules and guidelines.
* Detailed study, analysis and documentation of control systems of clients, focusing on its contribution towards audit opinions and evidences.
* Training, reviewing and analyzing the efforts of other article assistants during the course of article ship.

# TRAINING & OTHER PROJECTS

* Paid Assistant at Ramaswamy And Murali Associates, Chartered Accountants (Summer 2010)
* Accounts Trainee at Kishore Kumar & co, Chartered Accountant (Summer 2006)

**ACHIEVEMENTS:**

* Conducted *Customer profile survey* at a Retail shop, reported findings, observations and made suggestions to upgrade the effectiveness of retail in the shop.
* Won prizes in Cultural activities (Dance, Mime, etc.) at inter school level and college level.
* Won credits in Drawing and Quiz Competitions both at inter and intra school level.
* Participated in Arts, Craft & Science exhibitions at school and college levels.
* Won Places in English & Tamil Elocutions and essay writings at school and college levels.
* Credits in Talent exams in Mathematics and Tamil.
* Throw-ball Player at school level.