

CURRICULUM VITAE

ALOK BECK

No. 28, Nethravathi Nilya
16th Main 2nd Block 5th Cross U R Ananthamurthy Road.
Mico Layout
Hongasandra. Bangalore -560068
E-mail: alok.beck.ab@gmail.com
Mob# 7587395990

CAREER OBJECTIVE: To actively participate using my skills and knowledge in the best possible manner with positive attitude to achieve organizational goals and simultaneously accomplish career growth.

PERSONAL SKILLS:

- Ability to deal with people diplomatically.
- Willingness to learn.
- Energetic, dedicated and self-motivated.

PROFESSIONAL SKILLS:

- Strong work ethics
- Exceptional attention to detail
- Proficient in Microsoft Office
- Audit planning & budgeting

WORK EXPERIENCE:

Batra Deepak & Associates
Position: Audit Assistant
Duration: 1 Year and 5 months.
(March 2017 – August 2018)

Process Management and Responsibility:

- Conducted meticulous internal audits, cross-referencing Cash book entries with bank account statement and uncovering omission and correction need to done.
- Authentication of expenses bill.
- Inventory audit.
- Successfully executed Audits related to government initiatives such as PMAY, SBM.
- Proficiently verified revenues generated from Property tax contributing to financial transparency.
- Audit planning and budgeting along with engagement leads, identifying potential risks, developing audit strategies, performing audit tasks, monitoring team.

- Leveraging best approaches for efficient and timely issuance.
- Maintaining utmost discretion when dealing with client sensitive data.
- Coaching and guiding new hires in the team.

Educational Qualifications

2008	SSLC Don Bosco School Itanagar Arunachal Pradesh
2010	Higher Secondary (Commerce) St. Xavier Junior College Balipara Assam.
2015	Commerce Don Bosco College Itanagar Arunachal Pradesh.

Personal Profile:

Date of birth: 3rd November 1993

Language Known: English, Hindi and Assamese.

Hobbies: Playing basketball, cricket, traveling and listening to music.

Date:

Place: Bangalore

Alok Beck