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 EDUCATION LANGUAGE

- ## CERTIFICATES

- Diploma in computer application
- Certificate in computer peripheral and networking
- Banking and financial markets: Risk management (IIM Bangalore)
- Basics of goods and service tax
- Branch Banking Executive
- Cyber Security
- Diploma in Fraud management and AML awareness

Experienced auditor with 3 years and 6 month experience in ICICI Bank RPC Jhandedwala delhi. I focused on improving business compliance,Workflow and procedure through detailed audits and optimisation suggestions.Decisive and persuasive communicator with proven problem solving , leadership and planning.Expert in KYC , account opening (saving,current,NRI, accounts RD,FD),Rekey, clearing (inward,outward,transfer),etc

Statutory Audit Projects:-Agres federal life insurance Ltd.,Manapuram finance Ltd. And Shinhana

Sunil Kumar Patodia and Associates. Executive (AUDITOR)	2020-Present
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Key Responsibilities/ Task As a Team Leader

- Now I'm working in ICICI Bank Ltd. RPC Jhanderwala Delhi as a CCA Auditor on third party basis
- Current Accounts: Handle All Constitution Code whether it is Sole Proprietorship , Individual, Partnership , Private and Public Company, LLP
- Saving accounts: Privilege Accounts, Household Accounts, Salary Accounts, Undivided Hindu Family, Including Tab and Physical accounts opened.
- Foreign National & NRI: NRI Accounts, NRI Conversion Accounts, FRRO accounts, Including Tab and Physical Accounts opened.
- Servicing: Re-kyocurrent, Saving and TASC Accounts
- Clearing: Checking of Inward, Outward and Transfer Cheque, DD, FD
- Other Activates: Check Physical registers including Key Movement Register, Debit and Credit Card Registers, Board document Register, Fraud register checking, Agreement check
- Visit other RPCs quarterly for inspections in Agra, Dehradun, Meerut, Lucknow, etc.
- Conduct a monthly visit to the reliable and GS consulting firm for inspection.
- Monthly review of ICICI CMR dispatch data (Credit Card, Cheque Book & Debit Card).
- Monthly review of ICICI CMR shipments to determine if damaged shipments have been received or shipped.
- Monthly review of the ICICI vault to ensure the shipment is in the vault and everything should be visible to the camera.
- Monthly review of ICICI CMR registers.
- As an exceptional, I had completed statutory audit of Manappuram Finance Limited.
- As an exceptional, I had completed statutory audit of Shinhan International Bank.
- In exceptional cases, I carried out a statutory audit of Ageas Federal Life Insurance (AFLI).

- Delivery management portal
- Ms Excel, Word
- Tally erp9
- Adobe Photoshop
- Outlook
- powerpoint
- Corel draw
- Page maker
- Gold Audit
- Finacle (CRM, SVS)
- DBT, Iview, FCRM, Isarkar, NCR, Ominiflow
- Data analysis
- Documents record keeping
- Dispatch Audit
- Teamwork
- Decision making
- Effective and professional communication
- Audit preparation
- Discrepancy reconciliation
- critical thinking and analysis
- Report marking

- Positivity
- Creativity
- Multitasking
- Software Expertise

- Honest
- Detail orientated
- Deligation

- Listing Music
- Watching cricket

- Name:- Pardhuman
- Date of birth:-13/10/1998
- Gender :- Male
- Nationality :- Indian
- Religion :- Hindu
- Category :- SC

PARDHUMAN