



**PARDHUMAN**

EXECUTIVE (AUDITOR)

#### CONTACT

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#### Address

Gali no. 81 C swatantra nagar,  
Narela Delhi -110040

#### EDUCATION

2021-2023

MBA(Finance)  
IGNOU

2016-2019

B.COM  
Delhi University

#### LANGUAGE

- English:- Conversational
- Hindi:-Fluent

#### 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

#### PROFILE INFORMATION

Experienced auditor with 3 years and 6 month experience in ICICI Bank RPC Jhandewalan 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),Rekyc, clearing (Inword,outword,transfer),etc

Statutory Audit Projects:- Ages federal life Insurance ltd.,Manapuram finance Ltd. And Shinhan International Bank

International Bank

#### WORK EXPERIENCE

Sunil Kumar Patodia and Associates.

2020-Present

Location:- ICICI Bank RPC Jhandewalan delhi

#### Key Responsibilities/ Task As a Team Leader

- Now I'm working in ICICI Bank Ltd. RPC Jhandewalan delhi as a CCA Auditor on third party base
- 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-kycofcurrent,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,ChequeBook& Debit Card).
- Monthly review of ICICI CMR shipments to determine if damaged shipments have been received or shipped.
- Monthly review of the ICCI 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 Ages Federal Life Insurance (AFLI).

#### MY SKILLS & EXPERTISE

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

#### STRENGTH

- Positivity
- Creativity
- Multitasking
- Software Expertise

#### WEAKNESS

- Honest
- Detail orientated
- Deligation

#### HOBBIES

- Listening Music
- Watching cricket

#### PERSONAL DETAILS

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

DATE:-

PARDHUMAN