

C.A. SANJAY JAIN

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Objective

To strengthen myself so that I can be a standing pillar of the organization, utilize my skills to create new opportunities for the organization growth and hence grow along with the organization.

Qualification

Professional Qualification

Institute	Examination	Year	Percentage
ICAI	CA Final (2nd Group)	Nov'2020	52%
ICAI	CA Final (1st Group)	May'2019	55%
ICAI	IPCC (Both Groups)	Nov 2014	52%
ICAI	CPT	June, 2013	51%

Academic Qualification

Class	School/ College	Board/ University	Year	Percentage/Grade
T.Y.B.Com	K.P.B Hinduja college of Commerce	Mumbai University	2016	A
HSC	K.P.B Hinduja college of Commerce	Maharashtra Board	2013	77%
SSC	The Saraswati Vidayala	Maharashtra Board	2011	91%

Designation

Senior Analyst July'19- Oct'20

Articleship

Mahajan & Aibara Internal Audit Mar'2015-Mar'2018

Work Experience

Mahajan & Aibara was established in 1979 and currently employs approximately 150 professionals from varied disciplines. Its offices are located in South Mumbai with branches in Bangalore and Pune.

❖ Key Responsibilities:-

- Handling audit assignments
- Participation in opening meetings
- Planning of audit
- Conducting process walkthroughs
- Preparation of checklist
- Drafting process flows & process mapping
- Identification of loopholes in processes
- Recommendations on improvements in processes and highlighting risk involved
- Data collection and data analysis
- Discussions of observations with process owners, & preparation of Issue tracker

Assignments Conducted	Chemical Manufacturing <ul style="list-style-type: none"> ❖ Costing Audit – Product costing, calculation of various cost involved in calculating the product cost like VAT/CST ,Plant cost, Primary and secondary schemes, Primary and Secondary Freight etc ❖ Sales Promotion Audit – Review of Various sales promotion expense related to the sales promotion of the product like Gift, Dealer Board, Hoarding, Dealer meets etc. ❖ Export Freight Audit- Review of various charges related to freight charged on export of a product, Quotation comparison of Various freight vendor, Negotiation process, etc . ❖ Secondary Freight-Reviewed the rate negotiation and updating process, bill passing, truck utilization, recovery from transporters for damage of goods. ❖ Plant Audit – Overall plant audit have been carried out by reviewing various compliance of law, like labor law, Review of Production process, Employee Attendance and wages payment etc. ❖ Others:- <ul style="list-style-type: none"> - WSS Appointment Process. - Assisted in verification of Below the line expenses. - Scheme Audit
	International Foodstuff's - (Dubai Deputation Audit) – <ul style="list-style-type: none"> ❖ Identification of Manual Entries passed in Accrual Account leading to difference between TB & Accruals. ❖ Reconciliation of SOA ❖ Inter Co reconciliation & Clearance of old items in Interco lying in Accrual Account. ❖ Clearing Aged items in Awaiting Info Que
	Pharmaceutical - <ul style="list-style-type: none"> ❖ Credit Notes Audit- Verification of TOD claims etc. settlement through credit notes.
	Steel Manufacturing Industry – <ul style="list-style-type: none"> ❖ Banking & Treasury Audit – Cash Credit, Bill Discounting, PC & EBD Verification, Export Incentives.
	Breweries Manufacturer <ul style="list-style-type: none"> ❖ Scrap Sale Audit – Review of total scrap generation and comparison of quotes from different vendor, Verification of Outward of Scrap sale through gate etc.
	Other Assignment: - <ul style="list-style-type: none"> ❖ Product costing Audit –Review of Various charges charged to the product during order of a Pump like Material, Labour, Depreciation etc. ❖ Presentation of Monthly MIS Monthly MIS is overall review of Plant. ❖ Asset Verification.
IT Forte	<ul style="list-style-type: none"> ❖ Well versed with the knowledge of MS Office Suit ❖ Familiar with accounting software such as SAP, Oracle & Tally. ❖ Acquainted with use of Internet and E-commerce ❖ ITT program and 35 hours Orientation program as per ICAI regulations. ❖ Completed Advance ITT & MCS course as per ICAI regulations.
Extra curriculum	<ul style="list-style-type: none"> ❖ Have keen interest in the art of painting, craft work and pursuing it as a part time hobby. ❖ Was an active member of The Club of K.P.B Hinduja College during the year 2011-12 and took part in various community service projects and cleanliness drives.
Competency	<ul style="list-style-type: none"> ❖ Keen learner & hard working ❖ Confident Team player ❖ Co-operative/Understanding ❖ Good communication skill
Personal Dossier	<ul style="list-style-type: none"> ❖ Date of Birth : 14th November, 1993 ❖ Gender : Male ❖ Languages Known : English, Hindi, Marathi and Marwardi