

Mayank Agrahari

Audit Manager - Apercu

Noida, Uttar Pradesh

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Willing to relocate: Anywhere

Work Experience

Audit Manager

Apercu - Bangalore, Karnataka

August 2011 to Present

- A competent professional pursuing CA FINAL (ICAI)
- Have 5 years (approx.) of experience in CA firm. Currently associated with Ashok Shyam and Associate (CA FIRM) from August 2011 till date as Audit Manager.
- Worked in IBM (BANGALORE) for 2 months as Tax Auditor from 'Spear head Service Private Limited', Delhi in 2009.

Ashok Shyam and Associate

Apercu - Ghaziabad, Uttar Pradesh

August 2011 to July 2016

- State Bank of Bikaner And Jaipur, Loha Mandi, New Delhi
- State Bank of Bikaner And Jaipur, New Rohtak Road
- State Bank of Bikaner And Jaipur, New Rajendra Nagar

Set of activities performed:

1. Conducted the reviews of Processing fees, Documentation fees, upfront fees and other relevant charges.
2. Revenue Leakage.
3. Reviewing Compliances of KYC (Know Your Customer) Norms.
4. Inspection of OCC/OD Loan A/c's Documents.
5. Inspection of SMA (Special Monitoring) A/c's.
6. Inspection of NPA A/c's.
7. Reviewing Limits Expired and Documents Supporting their renewal within their time limit.
8. Review of Temporarily Overdraft A/c's
9. Inspection of Service Charges and other several charges

➤ Companies And Industries

- Spraytech Pvt. Ltd, Gurgaon
- Stella Industry Ltd, Gurgaon Khansa Road
- Sunstand Pvt Ltd, Noida
- Hytech Pvt Ltd, Lajpatnagar
- Maxmad Lifescience, Janakpuri
- Swarna Pragati Micro Finance Pvt Ltd, Tolstoy Marg

- India Offset Printers Pvt Ltd

Set of activities performed:

1. Inspection of Statutory Dues: VAT Returns, TDS Returns, Challan
2. Vouching of Sales, Purchase, Expenditures & Vouch of Bills of Fixed Assets, Investments
3. Inspection of Repayment of Loans

Internal Audit of:

> Hotel (s):

- Crowne Plaza Hotel, Rohini.

Set of activities performed:

1. Detailed Observations of following:
2. Purchase, Store And Receiving Operations
3. Revenue Operations
4. Human Resource Department

Concurrent Audit of:

> Banks (s):

- Canara Bank, Diplomatic Enclave, Chanakyapuri, ND
- Canara Bank, HausKhaz, ND
- Punjab National Bank, IGNOU-Saket, ND
- Punjab National Bank, Shastri Nagar, ND
- Oriental Bank of Commerce, Greater Noida
- Syndicate Bank, Dwarka
- Indian Overseas Bank, CP Golmarket, ND
- Bank of Baroda, Janakpuri

Set of activities performed:

1. Review of KYC Norms
2. Inspection of Loan disbursed
3. Calculation of NPA, Opening NPA, Addition in NPA, Reduction in NPA, Upgradation, Settlement, Write-offs.
4. Checking of Expired Letter of Credit
5. Inspection Bank Guarantee Outstanding in the books of branch
6. Inspection of Foreign Exchange Documents (Overdue Packing Credits, Outstanding under Foreign LC where documents received and paid by the branch but not reimbursed by the borrowers, Overdue Export Bills Purchased/ Discounted/ negotiated under LCs, Form A-1, A-2 & R Returns.
7. Verification of Cash Transactions
8. Inspection of A/c's where Limitations is going to expire in future period
9. Verification of Export Credit
10. Review of Advances/Loan Sanctioned/Renewed/Disbursed
11. Verification of prime and collateral securities for OCC/PC/HL/ Other advances as per norms
12. Finding of Excess Allowed In OD & OCC A/c
13. Inspection of Guarantee Expired
14. Calculation of Overdue Export Bills
15. Vouching & Verification of Insurance Expired.

> Stock Audit

- Supriya Synthetic Pvt Ltd, Bhilwara (Riico Industrial Area, Rajasthan)

- Rodas Impex Pvt Ltd, Bhilwara (Riico Industrial Area, Rajasthan)
- Sai Ram Synthetic Pvt Ltd, Bhilwara (Riico Industrial Area, Rajasthan)
- Swaraj Pvt Ltd, Bhilwara (Riico Industrial Area, Rajasthan)
- Himalaya International Ltd, Dwarka Sector-6
- Oriental Carbons Chemical Ltd, Haryana
- Malwa Automobiles Pvt Ltd, Sonipat
- Sivil Mines, MP

➤ Due Diligence

- Lanco Infrastructure Ltd, Gurgaon

➤ Revenue Audit

- Punjab National Bank, Khurja (Bulandshahar)
- Punjab National Bank, Siyana (Bulandshahar)

• An effective communicator with excellent relationship management skills with the ability to relate to people at any level of business and management.

- ✓ Firm: SSPL-Delhi
- ✓ Client: IBM- Bangalore
- ✓ Role: Audit IT Proof of Employee
- ✓ Duration of Audit: 2months

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contractor

IBM-Bangalore - Bangalore, Karnataka

December 2010 to January 2011

Key Deliverables

- Audit for the Income Tax Proof submitted by the Employee.
- Data Entry into SAP system.

Education

B.Com

Delhi University - Delhi, Delhi

Present

CA final in finance,audit,taxation,law

icai - New Delhi, Delhi

2009 to 2016

Skills / IT Skills

- Microsoft office,tally (2 years)

Awards / Achievements

soccer player (up level)

March 2004

Additional Information

Technical Skills:

OS: Windows

Browsers: IE 6/7

Expertise:

- Accounting
- Audit
- Taxation