**PERSONNAL PROFILE:**

Name: **Bikram Jit Singh**

Father: Late Colonel Inder Vir Singh

Address: Army Welfare Housing Organization (AWHO), Greater Noida

Gender: Male

Date of Birth: 2 Jan 1982

Nationality: Indian

Mobile: **9319439917**

Email: bikram\_js@hotmail.com

**ACADEMIC QUALIFICATION & CERTIFICATION:**

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| --- | --- |
| **Examination** | **Board/University** |
| **M.B.A**  **(Majors Marketing and Minor Finance)** | **Army Institute of** **Management, Kolkata**  **(Formerly National Institute of Management)**;  West Bengal University of Technology  Year 2009-11 |
| **B.E (Electronics and Telecommunications)** | **Army Institute of Technology, Pune**;  University of Pune;  Year 2002-2006 |
| **Higher Secondary Certificate (HSC)** | **Army Public School, Dhaula Kuan**  C.B.S.E, New Delhi |
| **Secondary School Certificate (SSC)** | **Army Public School, Dhaula Kuan**  C.B.S.E, New Delhi |

**PROFESSIONAL EXPERIENCE (Full Time Work Experience):**

1.Company: **Ernst & Young**

Period: June 2017 to September 2019

Designation: Consultant (Forensics)

Location: Noida

**Job Description:**

* Extensive experience in Level 2-Ethics and Integrity checks including telephonic interviews and site visits.
* Worked on Level 2 checks for a wide range of clients from sectors including Fast-Moving Consumer Goods (FMCG), pharmaceuticals, telecom, jewellery among others.
* Experience in Level 2 Senior Management Due Diligence (SMDD) and vendor on-boarding due diligence through telephonic interviews.
* Specific Level 2 checks were performed to obtain critical risk related information/red flags about vendors/employees associated with clients as a part of due diligence protocol.
* In addition, also managed a team of 10 to 15 associates that worked on third party due diligence reports for risk assessment. Such a project included managing and review of end client reports for EY Audit services pan India.
* Worked under strict time frame for delivery of bulk end client reports on daily basis.

2.Company: **Ernst & Young**

Period: October 2011 to November 2016

Designation: Consultant (Forensics)

Location: Noida

**Job Description:**

* Worked on third party due diligence reports for several national and international clients for risk assessment.
* Worked on key field investigation Level 2 background checks.
* Experience in conducting over 350 Level 2 site visit interviews for clients operating in sectors such as FMCG, pharmaceutical, telecom, jewellery among others. Such Level 2 background checks include telephonic interviews and site visits with prospective representatives /employees of the Target’s (Company) to evaluate the likelihood of possible violations and other red flags.
* In addition, such ethics and integrity background checks specifically include:
  + Red flags associated with fraud, bribe, corruption, misconduct by employees, money-laundering, political connections among others.
  + Physical infrastructure, time since operating, core business area, number of employees and review other information provided to third party.
  + Seek information on the business expansion plans and projections of the Company in short and medium term including investment, equity / borrowings and financial structuring.
  + Obtain information on the existing or proposed customers of the Company in the government sector including the Company’s approach to obtain government contracts.
  + Seek information to identify if any government contract has been awarded to the Company without the tender process.
  + Seek clarifications on any issues identified through online research.
* Undertake telephonic interviews with the industry references, clients and suppliers in India to obtain their perception on:
  + The Target’s (Company) overall track record, operational business practices, regulatory track record, corporate governance, and other concerns identified during online research.
  + Professional reputation, political linkages and market standing and involvement in any alleged illegal / inappropriate business activities.
  + Any other malpractices/instances of indulgence in unethical behaviour such as money-laundering, anti-competitive behaviour or questionable corporate governance standards.
  + Obtain information on the industry references in relation to the tender award process and corruption and bribery risks.
* Experience in online research involving Ethics and Integrity checks on the Company and its associated key individuals located in India and abroad which primarily includes the following:
  + Profile the Company to collect information on identity of its shareholders and directors, changes in ownership, business objective, current business activities and registered address.
  + Profile the key individuals to include information on professional background, other business interests (current and past), memberships and affiliations and key responsibilities.
  + Research on public domain information sources and subscribed databases including company registries in India and abroad, media and internet sources, stock exchanges among others to identify sources of funds of the promoter of the Company.
  + Review of the provided financial statements (Profit/Loss and Balance Sheet) to include standard ratios, margins, funds flow statement, related parties and contingent liabilities.
  + Search for media articles/records that indicate issues such as default by the Company or key individuals on Indian regulatory requirements, suspected involvement in fraud or illegal business activities, alleged instances of involvement in bribery or corruption and indicators on political linkages or improper business conduct.
  + Regulatory check conducted on the Company and key individuals on databases that cover enforcement actions of various regulatory authorities of India such as the Securities and Exchange Board of India (SEBI), Ministry of Corporate Affairs (MCA), Reserve Bank of India (RBI), the Board for Industrial & Financial Reconstruction (BIFR) and stock exchanges.
  + Compliance database checks on the Company and key individuals that cover various sanction lists and watch lists issued by local and international regulatory and law enforcement authorities to identify if the Company has ever been sanctioned or placed on any of these watch lists.
* Experience in risk assessment projects particularly to identify the source of wealth of the key promotors of the key representatives of the Company in India and abroad.

3.Company: **LG Electronics India Private Limited**

Period:15 Mar 07 to 15 Apr 08

Designation: Engineer (Quality Assurance)

Location: Pune

**Job Description:**

* Output quality control and defect reduction at product manufacturing lines
* To maintain and check Critical to Quality (CTQ) parameters.
* Coordination with teams including Research and Development (R&D), production and logistics to enhance quality of products.
* Ensure good audit results every year and participated in yearly audits such as GQA (Great Quality Audit by Korea), Factory Innovation audit (FI-10).
* Regular field visits to ensure defect reduction.
* To provide suitable countermeasures for defects occurring at final output manufacturing line and present the same in interdepartmental weekly meetings.

**Project Undertaken:**

* Six Sigma projects for product modification and improvements.
* Fast Re-engineering projects for manufacturing line improvements.
* GQA (Great quality Audit, Korea for Pune manufacturing plant).
* Factory Innovation audit (FI-10) for quality assurance.

4.Company: **Bharti Airtel, Gurgaon (MBA Summer Internship)**

Duration: 2 months (19 Jun 2010 until 19 Aug 2010)

Designation: Summer Trainee

**Job Description:**

* To establish REI (Retail Effectiveness Indices) for Delhi mobility circle.
* To detect presence of brand Airtel among youth in Delhi circle and youth targeting schemes.
* Positioning of telecom schemes in the market in view of competition.

**Projects Undertaken**:

* To study the REI Indices for Delhi mobility circle
* To study the youth targeting schemes in Delhi circle
* To study competition for Airtel in Delhi mobility circle.

**AWARD AND APPRECIATION:**

* Received appreciation from senior management for manging EY Audit background check project pan India in 2019.
* Ernst and Young kudos award in 2014 for outstanding performance in Level 2 due diligence reports. In addition, also received acclamation for winning Level 2 project from competition firms.
* Ernst and Young Excellerator Outstanding Performance award for the quarter January 2013 until March 2013 and July 2013 until September 2013. In addition, also received commendation from the Partner and National Director for team excellence.