
RISHI PAL SHARMA

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Assistant Manager- Internal Audit

Summary

CMA (Inter) and BBA having above than 3 years experience in Accounts and Internal Audit.

Work History

2015 - Present	Assistant Manager Internal Audit <i>Narula & Gupta Chartered Accountants</i> Responsible Person in Internal Audit (Tax Audit, Finance Audit, HR Audit, Production Audit, Inventory Audit). MIS Reporting and Presenting in Monthly Audit Meetings.
2013 - 2015	Executive Accounts <i>Modelama Exports Ltd.</i> Service Tax, RCM, TDS, WCT, VAT, Product costing, Scrutiny of Accounts. Handling and maintaining all books e.g. Cash Day Book, Sale Book, Purchase Book, Journal Voucher, Payment Vouchers. Responsible for maintaining all accounting entries with Tally ERP-9.

Education

2010 - 2013	CMA (Inter) <i>Institute of Cost and Management Accountants of India</i> Direct Tax, Indirect Tax, Costing, financial Accounting.
2007 - 2010	BBA <i>Maharishi Dayanand University Rohtak.</i> BBA (Pass) with 1st Division
2006 - 2007	12th <i>HBSE - Bhiwani</i> 12th completed with 1st Division in Commerce.

Skills

Computer Skill:	MS-Office 2007, 2010, 2013 Tally ERP-9 SAP
Accounts:	TDS, Service Tax, General Accounting, Bank Reco, Cash Reco, Salary, P&L and Balance Sheet drafting etc.
Internal Audit:	HR Audit (Salary, OT), Tax Audit (Service Tax, TDS), Finance Audit (P&L, Balance Sheet, Debtors, Creditors, Loans and Securities), Production Audit (Cost of Production, Efficiency of factory, Material Consumption), Inventory Audit (Raw Material, Finished goods, Leftover Pcs Valuation) etc.