

# 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

**Narula & Gupta Chartered Accountants**

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

**Modelama Exports Ltd.**

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)

**Institute of Cost and Management Accountants of India**

Direct Tax, Indirect Tax, Costing, financial Accounting.

**2007 - 2010** BBA

**Maharishi Dayanand University Rohtak.**

BBA (Pass) with 1st Division

**2006 - 2007** 12th

**HBSE - Bhiwani**

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.