



**Saroj K. Yadav**

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## Chartered Accountant

### Open to relocate

A diligent Chartered Accountant (CA) having 3 plus pre-qualified years of experiences in the field of finance and accounts, comprehensive understanding of the financial concept and accounting with an exceptional ability to implement them in a Financial Reporting and Analysis

### KEY COMPETENCIES

Finance & Account  
Taxation  
Financial Analysis

Financial Reporting  
GST

Regulatory Reporting  
Audit Support

Budgeting  
IndAS

### PROFESSIONAL EXPERIENCE

***Gupta Brijesh & Company (Chartered Accountants)***  
***Senior Associates -Internal Audit***

***April 2021- Present***

### ROLES AND RESPONSIBILITIES

- Objectively assess a company's IT and/or business processes.
- Assess the company's risks and the efficacy of its risk management efforts.
- Ensure that the organization is complying with relevant laws and statutes.
- Evaluate internal control and make recommendations on how to improve.
- Preparing reports & communications with Management

***Gupta Brijesh & Company (Chartered Accountants)***  
***Associates -Internal Audit***

***June 2017- March 2021***

### ROLES AND RESPONSIBILITIES

- Evaluating risk management activities within the organization.
- Determining the organization's compliance with relevant laws and regulations.
- Evaluating and making recommendations that can assist in improving internal control.
- Offering an objective source of independent advice to help reach the goal and achieve legality and validity.
- Studying the organization's policy and guidelines.
- Identifying audit scope and developing annual plans within the organization.
- Gathering, analyzing, evaluating, and presenting accounting documentation, reports, data, and flowcharts.
- Following up the audits to monitor the managements' intervention.
- Promoting ethics and identifying improper conduct within the company.
- Communicate the findings and recommendations.

## **ROLES AND RESPONSIBILITIES**

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.

## **ARTICLESHIP**

**Gupta Brijesh & Company (Chartered Accountants)**

**Article Assistant**

**October 2012 - October 2015**

- Gained expertise in statutory audits, internal audits, tax audits and audits of various companies and clients
- Accountable for the preparation and finalization of the final accounts as per the applicable financial reporting framework

## **CERTIFICATIONS & COURSES**

- Chartered Accountant ICAI

## **ACADEMIC CREDENTIALS**

- B. Com – Account & Finance IGNOU
- 12<sup>th</sup> – Commerce Higher Secondary Education Board (HSEB)
- SLC Nepal Board

## **COMPUTER SKILLS**

- Operating Tally ERP, SAP, Advance Excel and Microsoft Office
- Completed 100 hours training course conducted by Institute of Chartered Accountants of India

## **PERSONAL INFORMATION**

**Address:** 87A, Krishna kunj, Near Krishna Mandir, Laxmi Nagar, Delhi-110092

**Interests:** Listening Songs, Watching Movies, Playing Cricket

**Languages:** English, Hindi & Nepali

**Date of Birth:** 22<sup>nd</sup> July 1991