



SUHAIL SHAHED

SUMMARY

Risk Advisory at Deloitte India and has over 13 years of post-experience focusing on risk and controls related services such as Internal Audit, Accounting & client services. Developing Standard Operating Procedures, Developing the Framework for Internal Control over Financial Reporting, and testing of operating controls.

EXPERIENCE

Senior Analyst, Audit & Assurance controls, Deloitte Touché Tohmatsu India LLP, IND Jan 2024 to Jan 2025

Identification of control gaps & recommendations for its control deficiency procedure
Handling Internal Financial Control (IFC) Audit assignments.
Examines records to ensure proper recording of transactions and compliance with applicable laws, agreements, and policies.
Review of existing procedure handling internal audit assignments. Administration of Financial Statements (Listed & Unlisted company).
Review of books of accounts as per applicable accounting standards. Involved in Consolidation of Financial Statements.
Conducted Stock Audit.
Focusing on risk controls related services such as Internal Audit, Implementation of risk management processes, risk assessments, Process Reviews & development of Standard Operating Procedures across various industry.
Process internal Control testing/SOX

Ambuja Cement Foundation

Accountant- Aug 2023 to Dec 2023

Financial Accounting, Journals, General ledger Reporting and Monitoring
financial Transactions Records Verify Travel Allowance of employees
Reconciliation of financial statement
Verify and finalize bills Vouchers for payment to the vendor Field verification for delivered goods according to programmed of the project.
Support with Admin, HR, and Finance team as well as the project team
Vendor selection and match Quotation, Comparative statement, negotiation and verify with lowest bid with genuine services to supply in time and finalization of goods to be order.
Should review and update the data in the UC format and Budget monitoring report within the time frame without any error after verifying accurately.
Maintain and verify of register with record of the goods purchased accurately and safely stored.
Verify Movement register, Purchase Order register Monitoring
Vendor management & expense management

H S Carriers Admin & Accounts officer

January 2021-March 2023

Reporting and Monitoring financial Transactions
Records Reconciliation of Bank Statement , Accounting, Journals, General ledger
Assisted in setup of billing and payment to expedite Account Receivable, Payable
Recovery follow Dues & send reminder letter for outstanding dues
Ensure legal recourse and follow up on delinquent accounts
vendor management, petty cash & expense management
Procurement responsible for procurements and lead and support (e.g., Requests for Proposals (RFP), Requests for quotations (RFP), other competitive procurement tools to ensure office needs are met
Responsible for Office Asset Management: issuing/ handing over of equipment, asset movement, insurance of assets, asset disposal, maintaining asset status
Ensure office safety and security are managed with the utmost care, opening, and closing, installation of fire safety equipment, security services, etc.
Investigate and resolve customer billing inquiries working with the internal departments and system resources
Debtors ageing & revenue recognition.

PERSONAL DETAILS

suhailctc@gmail.com
Cuttack, Odisha IND
+91-7008036295

LANGUAGES

English/Hindi -
Full Professional
proficiency

SKILLS

Communication
Account Reconciliation
Account Receivable
Risk Management
Testing control
SOX/SOP
Internal Audit
Financial Accounting

The Samaj (Print Media) Account Reconciliation & Receivable November 2012 - October 2019

- Prepare & send reminder letter for outstanding dues
- Ensure legal recourse and follow up on delinquent accounts
- Assisted In carrying out Company's internal Audit Carried Out
- Prepare credit note and Debtors ageing
- Investigate and resolve customer billing inquiries
- Manage monthly reconciliations for multiple accounts including bank accounts, Debit/credit cards, customer deposits, and vendor payments.
- Perform detailed analysis of accounts and financial documents to ensure accuracy
- Validate all transactions to ensure compliance with internal and external policies and procedures.
- Identify discrepancies and take corrective action to resolve errors.
- Assist with budgeting and forecasting processes.
- Provide assistance to other departments with financial reporting and data analysis

Axis Bank Ltd Asst Manager operations July 2011 - October 2012

- Acquisition and processing of Current and Savings account.
- Documentation and verification of home loan, vehicle loan
- Developed information of financial of all prospective customers.
- Reviewed new and existing portfolios and identified risk areas.
- Resolution of customer queries/complaints Monitoring all Dummy accounts
- Enhancing the value of existing accounts Branch Operations
- Maintained portfolios of lenders and ensured quality at par with bank standards
- Coordinated with technical experts on all large and complex loans.
- Maintained all credit assess files and updated all information.
- Ensured work according to customer protection regulations of organization.

EDUCATION

Post Graduate Diploma in Banking Operations

PD Hinduja Trust (IMS) Mumbai, India 2008-2009

Bachelor's degree Commerce

Utkal University, Bhubaneswar, Odisha 2005-2008
