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SKILL SET	PROFILE SNAPSHOT
<ul style="list-style-type: none"> <li>➤ Internal Audit</li> <li>➤ Accounts Management</li> <li>➤ Payroll Accounting</li> <li>➤ Finance</li> <li>➤ Accounting and Administration</li> <li>➤ Bank Reconciliation</li> <li>➤ Financial Analysis</li> </ul>	<ul style="list-style-type: none"> <li>➤ Internal Audit with over 2.5 years of Experience</li> <li>➤ Rich Experience in entire gamut of accounting and finance operations entailing preparation and maintenance of statutory books of Account.</li> <li>➤ Track Record of overseeing financial statements including Trial Balance, Bank Reconciliation reports, profit and loss Accounts, Age wise Accounts payable and receivable statements.</li> <li>➤ Gained Exposure in audit of processing payroll and calculation of Retrenchment Scheme.</li> <li>➤ Gained Exposure in preparation of Cost Sheet.</li> <li>➤ Gained Exposure in Marketing Audit.</li> </ul>

HIGHLIGHTS
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- Internal audit of several manufacturing Companies.
- Internal audit of Hospital
- Preparation of Fixed Assets Register of Dalmia Chini Mills – Plant( Ramgarh, Nigohi, Jawaharpur)
- Verification of Loans and advances and preparation of Checklist of Hero Finncorp (Non Banking Financial Company)
- Verification of Cost Records and preparation of Cost Sheet of Air Force Navel Housing Board.
- Preparation of Portfolio Report of Accura Cap Consultant Private Limited (Fund/Assets Management Company)
- Marketing Audit of Yamaha and Sony TV
- Verification of Implementation of Internal Control over Financial Reporting of GMAX Auto Limited (Plant- Bawal)

## WORK EXPERIENCE

♣ **Currently working with MKNB Associates as Audit Manager**

- Internal Audit of Nepal Medical College (Attarkhel)
- Internal Audit of SIMCA Laboratories Private Ltd ( Pharmaceutical)

♣ **2.5 years Working Experience of in N Kochhar And Company( Chartered Accountant) from January 2016 to July 2018 as Article Assistant**

Internal Audit of:	Functions Covered
AG Industries	Finance, Purchase, Store, Dispatch, Production, Human Resource(HR)
Omax Auto Limited	Finance, Purchase, Store, Dispatch, Production, Human Resource(HR)
Shivam Autotech Limited	Finance, Purchase, Store, Dispatch, Production, Human Resource(HR), Quality and maintenance
Imperial Auto Limited	Purchase, Store, Dispatch and Production.
Nappa Dori	Finance, Purchase, Dispatch and Tax compliance

- Verification of Cost Records and Preparation of Cost sheet of Airforce Navel Housing Board
- Preparation of Portfolio Report of Accura Cap Consultant Private Limited (Fund/Assets Management Company)
- Verification of Loans and advances and preparation of Checklist of Hero Finncorp (Non Banking Financial Company)
- Specialized Wage Audit of Omax Auto Limited ( Plant- Dharuhera)
- Standard Operating Procedure(SOP) Implementation in Nappa Dori
- Marketing Audit of Sony India with KPMG Team

♣ **8 months working Experience in RK Chari and Company ( Chartered Accountant) from April 2015 to December 2015 as Article Assistant**

- Preparation of Fixed Assets Register of Dalmia Chini Mills – Plant( Ramgarh, Nigohi, Jawaharpur)
- DVAT Registration
- Income Tax Return
- Compliance Report and Site Visit on behalf of Dun and Bradstreet and Indus Ind Bank
- Marketing Audit of Yamaha Motor

## Personal Strengths:

- Comprehensive problem solving Abilities
- Good Motivator
- Highly enthusiastic with Positive attitude.
- Quick learner, consistent and adapts to situation well.
- Dedicated, honest & a person with integrity

## ACADEMIC BACKGROUND

Qualifications	Board/University	Year
CA-Final (First Group)	ICAI	2018
CA-Final (Second Group)	ICAI	2017
IPCC	ICAI	2014
CPT	ICAI	2013

