

### **SUMMARY**

An ambitious and results-driven individual with academic credentials combined with “real world” professional experience and a diverse background of other activities and interests. Possess leadership skills along with the ability to deal creatively and practically with legal issues and interact effectively with colleagues and clients.

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### **Experiences;**

- **Blueridge Consultancy Services, Chennai**

Period: 11<sup>th</sup> November 2019 to 13<sup>th</sup> May 2020

**(Role - Consultant )**

**Project of Internal Financial control Testing in Ashok Leyland Ltd.**

#### **Areas Handeled**

Internal Financial Control Testing in Ashok Leyland Limited; (Audited in SAP environment End to End process ) and Testing of existing controls Chennai Head office as well as Chennai Main Manufacturing unit (Adherence with SOP and DOA) and Identifying GAP and Recommend additional controls (Processes are ; Order to Cash, Procure to Pay, Hire to retire, Inventory, Record to Report , Treasury, Warranty, Compliance including Secretarial as well as legal and logistics).

- O2C/Receivable process;
  - 1) Customer Master and Dealer master verification .  
KYC of Customer, Dealer  
Adherence of SOP of recording of customer including Private as well as Government and dealer.
  - 2) Area and region wise sales, receivable and Freight outward controls testing
  - 3) Domestic sales Of buses, trucks, defence vehicles, body part, and engines and mapping to Freight forward Controls
  - 4) Incentive and discount and after sales market controls.
  - 5) Warranty links with sales controls
  - 6) Campaigns for sales and product launch controls
  - 7) Billed but not dispatched for Debtors balance Confirmations to Statutory auditor verification ( Reconciliation process) related controls

- 8) Compliance with GAAP.
  - 9) Mode of receipt of sales from debtor either cheque or virtual mode related controls.
  - 10) Ageing of Debtors and Debtor Turnover ratio, Collection period related controls.
  - 11) Mapping of Actual Sales and freight outward incurred for sales with Budgeting and Variances at each month related controls
- Procure to Pay Process; Production and Non production of materials and services
    - 1) Vendor master creation related controls
    - 2) Purchase requisition processing and Purchase order creation controls
    - 3) Access, Approval of PR, PO and Invoice related controls
    - 4) Budget for Production and Non production controls and Variances
    - 5) Contracts with vendors and Compliance with contracts
    - 6) Compliance with labour laws
    - 7) Balance Confirmations, inquiry and investigation of vendor balances related controls
    - 8) GRIR pending verification and ageing and balance Confirmations ,investigation related controls
    - 9) Payment process controls
    - 10) Control related to parking and posting of GRIR, Service entry and direct entry and payment
    - 11) BRS related controls
    - 12) Compliance with GST and TDS related controls.
    - 13) Compliance with Service Level Agreements
  - Record To Report Process;
    - 1) Accuracy of Day to day recording of Transactions
    - 2) Month end closing entries related controls to ensure estimation, authorization, valuation, presentation, reporting, recording.

- 3) Reconciliation of GST, GST, VAT, Excise Duty, Receivables, Payroll, Payable, Fixed Assets, Expenses, Bank and inter branch and Inter company and Loans includes Installment and interest.
- 4) Balance Confirmations of Bank balances and loans includes term loans includes Secured and Unsecured
- 5) General Ledger Scrutiny and Adjusted Trial Balance related controls
- 6) Financial reporting.

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**M /s MAS & CO, Chennai**

**Period: 2<sup>nd</sup> May 2017 to 30<sup>th</sup> September 2019.**

**Role – Senior Executive – Finance & Audit**

**Areas Handled**

- Month end Closing entries / Finalisation of Accounts / GL scrutiny / Financial Statements / Annual Report of companies ,Firms , Individuals and HUF in Tally ERP 9 and Quick Books and MS Office ;

Aathi Varaha Associates

Plast Gems

S V Polymers

Paneerselvam & Co.

Sri Ganesh Wood Packing Private Limited

Sri Boomadevi Land Developers Private Limited

Raj Kishore Engineering Constructions Private Limited

Xenia Adobe Services Private Limited

Amit M Jain HUF.

Bhavin HUF.

- Compliance with GST, IT, Companies Act, GAAP and SLA , Foreign Trade.
- Inventory Verification, Internal Audit, Continuous Audit.
- ROC filings of Companies (director appointments/removal, filing of balance sheet, profit and loss account and annual accounts, mortgage of property, increase of Authorize as well as paid up capital, incorporation of companies, din application, change of address MOA and AOA preparation)
- MIS and Budgeting ,Forecasting and CMA reporting (Preparation)
- Reconciliation of TDS, GST, Bank Accounts,Payroll and inter branch.
- Debtors and Creditors balance Confirmations and Analysis.

## **Articleship in Chartered Accountants Firms**

- **Singaravelu K , Chartered Accountants, Puducherry**

**Period; 29<sup>th</sup> August 2016 to 22<sup>nd</sup> September 2016 – 42 days Extend.**

**Role – Articleship.**

### **Areas Handeled**

- Internal audit of departments of Sri Aurovindo Ashram
  - Finalisation Statement of Affairs and Income and expenditure account handed over to statutory auditor.
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- **M/s Vijaya Sriram & Co, Chartered Accountants, Chennai**  
**(Role- Articleship )**

**Period : 15<sup>th</sup> February 2013 to 14<sup>th</sup> February 2016**

### **Areas Handeled**

- Internal Audit in  
; Lumiere Coolants limited, Task Pressings Limited in Brakes India Limited ( a company of TVS group ) plant units in Chennai and Pune, Audited in SAP environment of Manufacturing units and corporate office.  
Areas covered in Internal Audit ;  
GL scrutiny , Physical Verification of Inventory, vouching of expenses and income, Verification of Assets. Visiting of newly established units for ascertain of Controls and Reconciliation of payroll and debtors and creditors and Confirmation of Balances, Identifying the GAP in internal controls Management audit and controls Improvements and follow up.
- Statutory Audit of S10 Technologies Private LTD. Preparation of Consolidation of financial Statements
- Due Diligence of Physicians Angle Inc.
- Maintaining Books of Accounts of Physicians Angles Inc.(In Quick Books)
- Sunbeam Generators Pvt Limited – Branch Audit of Pondicherry, Andhra Pradesh, Chennai.  
Leading team for statutory audit of Manufacturing of Generators and Wind Energy Mills.
- Internal audit of ICSI , Southern Regions.

- Internal Audit of Branches of Sundaram Motors.
- ITR filings of Individuals, Companies, Trusts and Partnership firms
- Advance tax computation for individuals, companies
- ROC filings for Private Companies
- Tax Audit assignments
- Transfer pricing
- Annual report preparation and Compliance with Companies Act.
- Accounts finalisation and Audit of Spinning Mills, Construction companies and trading Companies and Financial Companies.
- Statutory Audit of Corporation Bank, Chennai.  
( Tax Audit Compliance, KYC, Loans and Guarantee, LFAR, Inventory taking)
- Concurrent Audit of Indian Overseas Bank and UCO Bank and Karur Vysya Bank Chennai  
( Cash Management, Inventory, Deposit given Analysis and Variances, KYC, Analysis of Loans and advances and Adherence of Banking Regulations, Compliance to FEMA)
- Physical stock taking at Brakes India Limited group companies and for KVB Bank and IOB.
- Advising clients in taxation matter.
- Handling Portfolios of Top Management employees of HP, Cognizant and SAP and Computation of tax and return filings for them.
- ESOP and shares reconciliation
- Reconciliation of Payroll , interest and Installments, debtors and creditors, TDS .
- CMA reporting of Companies to Banks
- Projection of Financial statements for Individuals, Companies and Firm
- Compliance with GAAP, IFRS, SLAs.
- Audit Reporting and Financial Reporting.

### **Academic:-**

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|---------------------|--|
| CA Inter - May      | ICAI with 51% (2017)   |
| CPT – Dec.          | ICAI with 51% (2009)   |
| 2007 – 2010 -B.Com  | N. C. College UTKAL UNIVERSITY, Orissa<br>1 <sup>ST</sup> Division with Accounting (Hons.) with 62.17% |
| 2005 – 2007 - I.Com | Council Of Higher Secondary Education, Orissa<br>2 <sup>nd</sup> Division with 54.78%                  |
| 2005 -10th          | Board Of Secondary Education, Orissa<br>1 <sup>st</sup> Division With 60.93%.                          |

### **IT Skill And Other Curricular Activities:**

- MS excel, MS word
- Tableau.
- Tally ERP 9
- SAP -FICO
- Quick Books
- Certified for Information Technology Training by ICAI
- Certified for orientation Programs By ICAI
- Certified for General Management and Communication Skills by ICAI
- Gold Auditor Certificate
- Certificate from Insolvency Bankruptcy Board of India for Merit in Quiz competition
- Certified for Diploma in Insurance Business by Narasingha Choudhury (Autonomous) College, Jajpur ,Odisha
- Certified for Course in Insurance Business by Narasingha Choudhury (Autonomous) College,Jajpur, Odisha

**Personal Details:**

Father Name: Gatikrushna Sahu

Mother Name : Saraswati Sahu

DOB: 15/07/1990

Language Known: Oriya, English, Hindi.Tamil.

Correspondence Address: No 16/2685, Gayatri Vihar, Baramunda, Bhubaneswar, Odisha-751003.

I hereby declare that the above details are true and fair to the best of my knowledge and belief.

Date:

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Signature