

Bhavna Shekhawat

CA, B.Com

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CAREER OBJECTIVE

To associate myself as a true professional with an organization and this will offer growth opportunities and avenues to integrate my own vision of success with the organization.

PROFILE

A result oriented professional with 5 years of total experience:

- Executed risk based internal audits.
- Review of processes and standards operating procedures including preparation and monitoring thereof.
- Enterprise risk management and revenue assurance assignments as per the client requirements.
- Develop audit work programs, evaluate issues for improvement and communicate issues to IA management and business clients.
- Independent preparation of deliverable relating to various services being delivered to the clients including preparation of report, process documents, presentations, etc.

PROFESSIONAL& ACADEMIC QUALIFICATIONS

S. No.	Degree/Examination(Institute/University)	Year of passing	Performance
1	CA (ICAI)	2013	50% (Cleared in first attempt)
2	B.Com (University of Delhi)	2012	65%
3	12 th Std. (CBSE)	2008	82%
4	10 th Std. (CBSE)	2006	83%

WORK EXPERIENCE

Ravi Rajan & Co. - Senior Audit Executive in Internal Auditing- (April 2016 to till date)

Responsible for handling internal audit assignments as a team leader with the following activities:

- Covered internal audit for the area of finance & accounts, human resource, legal & administration, purchase & contract management, production to consumption, stores, sales/revenue management and operations/project management, Labor Laws etc.
- Review, preparation and testing of procedures and policies required for **Internal Control over Financial Reporting (ICFR)** including finalization of **RACM** therein.
- Preparation of audit plan fulfilling the responsibility of the department, scheduling and assigning work and estimating resource needs.
- Examine and evaluate the financial records, including accounting books, payroll records, and equipment and inventory records.
- Submission of reports to the management on the policies, programmed and activities of the department.
- Recommendation on the system and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
- Follow up and review of corrective actions taken by the management.

Key clients handled:-

#	Name of Company/Organization	Sector/Industry	Audit Type
1	Religare Health Insurance Company Ltd.	Insurance	Internal Audit
2	Videocon Telecommunications Ltd.	Telecom	Internal Audit
3	Ernst & Young	Service	Internal Audit
4	Model Economic Township Limited	(Formerly known as Reliance Haryana SEZ. Ltd.- 100% subsidiary of Reliance industries Limited)	Internal Audit
5	Amtek Railcar Industries Pvt. Ltd.	Manufacturing	Internal Audit

6	Lanco Solar Energy Pvt. Ltd. Lanco Anpara Power Limited	Manufacturing	Internal Audit
7	SLR Metaliks Limited	Manufacturing	IFC Audit
8	Powergrid Corporation of India Limited	Power	Internal Audit
9	PTC Financial Services Pvt. Ltd.	Finance	Security Audit

Amplus consulting Pvt. Ltd. - Assistant Manager (November 2014 to March 2016)

- Carried Internal Audit to identify & review internal checks & controls system for various processes of client's organization, analyzing deficiencies with efficacy & exploring scope of improvements therein and designing new internal controls.
- Specific assignments handled in different areas namely Purchases, Sales, Finance & accounts, Human resources, administration etc.
- Ensuring Compliance with Companies Act, Accounting Standards & other legal pronouncements.
- Redefining & enhancing audit scope, preparation & updation of audit programme, planning the audit timing, selecting the audit team, allocating work responsibility to them, documentation of audit evidence.
- Executed detailed audit procedures, including reviewing transactions, documents, records, reports, & policies & procedures, business processes for ascertaining accuracy & effectiveness of recorded transactions.
- Develop recommendations for areas of improvement, write reports documenting findings, discussion with concerned executives, senior management & with CFO & CEO & exercising follow up to ensure suggestions are implemented.
- Drafting of special observation report & action taken report for audit committee in compliance.
- Submission of audit bills to clients & ensuring timely recovery of audit fees.

Key clients handled along with sector:-

Nature of Assignment	Name of Company/Organization	Sector/Industry
Internal audit	Hyatt Hotel (Bangalore, Amritsar and Hyderabad branch)	Hospitality
	IHHR (Head office of Hyatt Hotel)	Hospitality
	Ananda In Himalayas	Hospitality
Tax audit	Fortis Health Management Limited (100% subsidiary Company of Religare Health Trust)	Health care
	International Hospital Limited (Fellow Subsidiary of Fortis Health Management limited)	Health care

A.B Sanwalka & Co. (October 2013 to October 2014)

- Responsible for handling Statutory, Tax and Internal audit assignments of various organizations.
- Computation of Income Tax, TDS, Service Tax etc. and filing of returns thereof.
- Worked on finalization and consolidation of accounts of the company/firms/trust/individuals under GAAP for reporting on a monthly, quarterly and annually basis with the respective deadlines
- Compliance with the provisions of CARO requirement and various other company law matters with respect to ROC filings of the Companies Act, 1956.

Key clients handled along with sector:-

Nature of Assignment	Name of Company/Organization	Sector/Industry
Internal audit	A.G. Industries Pvt. Ltd. (Hero group)	Manufacturing
	Gmax Auto Limited (Hero Group)	Manufacturing

ARTICLESHIP EXPERIENCE

O.P. Tulsyan & Co. (August 2010 to August 2013)

- Finalization of financial statements like, Trial Balance, P& L A/c, Balance Sheet & Notes to accounts and ensuring compliance with the provisions of Accounting Standards.
- Vast experience in accounting of various clients and reconciliation of balances of various ledger accounts (for control purposes) from various sectors of industry such as service, manufacturing etc.

- Computation of income as per Income Tax Act, 1961 and calculation of Tax thereon, Service Tax and other statutory dues such as TDS including filing of returns thereof.
- Statutory, Internal and Tax audit of books of accounts for various growing organizations.

IT CREDENTIALS

- Well versed in MS Office (Word, Excel, and Power Point).
- Working knowledge of accounting packages like **Spectrum, Compuoffice, Tally ERP 9.0, 7.2** etc.
- Undergone 100 hours Information Technology Training as per ICAI's requirement.
- Completed GMCS course conducted by the ICAI.

COMPETENCIES

- Never give up attitude.
- Quick Learner & Target-oriented.
- Logical and analytical thinker, with a strong problem solving approach to work.
- Displays initiative when seeking complex solutions.

PERSONAL VITAE

Fathers Name	Mr. Gopal Singh Shekhawat
Languages Known	English & Hindi
Marital Status	Single
Nationality	India
Hobbies	Listening to music
Personal Strength	Keen learner, hard worker and confident
Residential Address	H. No-81B, Ambedkar Colony, Bijwasan, New Delhi-110061

CERTIFICATION

I declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Place: Delhi

Sd/-
(Bhavna Shekhawat)