**Rakesh Jaiswal**

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###### Career Objective

Desirous of working in an organization, which provides adequate opportunity for career growth and development. Learn to utilize my knowledge and contribute to the success of the organization by my sincere efforts.

###### Professional Qualifications:

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**Chartered Accountancy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Institution** | **Year** | **% of Marks** |
| Final | The Institute of Chartered Accountants of India | Nov 2015 | 57 |
| IPCE | May 2010 | 53 |
| CPT | Dec 2008 | 79 |

**Chartered Financial Analyst (USA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Institution** | **Year** | **Score more than 70%** |
| Level 2 | Institute Of Chartered Financial Analyst | 2012 | In 6 subjects |
| Level 1 | 2010 | In 7 subjects |

###### Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **University/**  **Institution** | **% Of Marks** |
| M.Com | 2013 | Calcutta University | 51 |
| B.Com (Hons.) | 2011 | Calcutta University | 67 |
| Class – XII | 2008 | CBSE | 84 |
| Class – X | 2006 | WBBSE | 60 |

###### Work Experience:

* **Assistant Manager ( Management Audit) at Birla Corporation Ltd. (May 2016 - Till Date)**

|  |  |
| --- | --- |
| **Internal Financial Control**  ( Satna Unit, Durgapur Unit, Raebareli Unit and Birla Jute Mill) | * Study of various policies and procedure. * Segregation of entire process into various department and sub-process. * Review of Risk Control Matrix and flow of documentation. * Testing of Operation Efficiency. * Identification of the gaps (Financial and Operational) and suggestion of remedies to plug out the same. |
| **Marketing Operation Audit/ Depot Audit**  (Western UP &Delhi, West Bengal Region-1, Central UP Region, Haryana Region, Bihar Region-I, Jaipur Region) | * Physical Verification of Stocks and records maintained at depot. * Internal Control over damage stock and disposal procedure. * Analysis of Packed Cement Realisation (PCR) with Sales Volume. * Review of Dispatch plan from plant and also from depot. * Primary and secondary freight analysis. * Evaluation of Sales Promoter, Rent Agreement, Handling cum transporter Agreement. * Analysis of Accounts receivable and Sales Pattern. * Market study and review. |
| **Cost Audit** | * Compilation of Cost Audit data/ record received from 8 units. * Analysis of cost record received from all units and compare with last year. * Preparation of presentation over Cost Performance Appraisal for F.Y. 2015-16. |

* **Article Assistant at Sunil Bazari & Co.- (April 2010 – April 2013)**

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| **Name of Clients** | **Description of business** | **Works Performed** |
| GUMHO NT INDIA AUTO PARTS PVT LTD -Statutory Audit | Manufacturer | * Dealing with Clients and handling of data. * Participated In Finalization Of Trial Balance Profit & Loss A/c & Balance Sheet. * Statutory Compliances In relation To Service Tax, TDS, VAT, Etc. * Compliance with relevant Accounting & Auditing Standards. * Understanding & Verifying the Internal Controls Compliance. * Preparation of accounts and submission of I.T Returns. * E-filing of forms and returns for ROC. |
| TEST & RESEARCH INDIA PVT LTD - Statutory Audit | Manufacturer |
| SHYAM METALICS & ENERGY LTD -Internal Audit | Manufacturer |

###### Business Application & IT Skills

* **Accounting Packages**: Working knowledge in SAP.
* **Windows applications**: Proficient in standard windows applications.

###### Achievements

* Appreciation from **Executive President-Sales, Marketing and Logistics** for Bihar Marketing Operation Audit.

Personal Information:

**Father’s Name** : Harish Chandra Jaiswal

**Mother’s Name**  : Droupadi Jaiswal

**Date of Birth** : 24th Nov, 1989

**Interest** : Cricket, Listen Soft Music

**Languages Skills** : English, Hind, Bengali

**Passport** : Available