**MANISH KHICHEE**

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**Inderpuri,**

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| **Career Objective** |
| **To serve in a reputed organization as a responsible and challenging Position which will allow me to utilize my skills, knowledge, and Capabilities to their full strength.** |

**WORK EXPERIENCE**

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| **Somany Ceramics Ltd., Noida, India** |
| **Somany Ceramics Limited** is a manufacturer and marketer of tiles and offers a range of sanitary ware and bath fittings. The **Company** is engaged in manufacturing ceramic/vitrified wall and floor tiles. ... It offers tiles for kitchen, bathroom, bedroom, home, office and hotels in India and outside India**.** |
| **Position :** | **Senior Executive** |
| **Period :** | **October 2018 to Till Date** |
| **Responsibility :** | * **Internal audit assignments.**
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| **Internal Audit** | * **Sales Accounting**
 | * Pricing
* Discount
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| * **Export Division**
 | * Pricing
* Detention
* Freight
* Commission etc.
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| * **Fabrication**
 | * Agreements Terms and conditions
* Expense Validation
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| **Mazars Advisory Pvt. Ltd., Gurgaon, India** |
| **Mazars is a member of the Forum of Firms.****The Forum of Firms is an association of international networks of accounting firms. The objective of the Forum of Firms is to promote consistent and high-quality standards of financial and auditing practices worldwide.** |
| **Position :** | **Consultant** |
| **Period :** | **March 2015 to October 2018** |
| **Responsibility :** | * Handling major internal audit assignments.
 |
| **Client Handled** |
| **Internal Audit** | * **Hyundai Motor India Limited**
 | * Dealership Audit (Sales, Service & H-Promise)
 |
| **Internal Audit & miscellaneous assignments :** | * **ESK India Commerce & Trade Pvt Ltd.**
* **Sopra India Pvt Ltd**
* **T&T Motors Ltd**
* **Talbros Marugo Rubber Pvt. Ltd.**
* **Nippon Leakless Talbros Pvt. Ltd.**
 | * ICOFR, IFC.
* Designing of process narrative.
* Identification of Process Gap.
* Validation of Process control.
 |
| * **Titan Company Ltd.**
* **Midas-Care Pharmaceutical Private Limited. (OCM of ITC).**
* **Tata Starbucks.**
 | * Agreements Terms and conditions & Compliance.
* Process control.
* Statuary Compliance.
* Control over inventories.
 |
| * **ITC Limited**
 | * HR & Payroll controls audit of F.Y. 2013-14, 2014-15 & 2015-16. (Forensic Audit)
 |
| **Internal Audit & miscellaneous assignments :** | * **Daiichi Sankyo India Pharma Private Limited**
* **VLCC**
 | * Validation / Control over Fixed Asset Register.
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| * **Indus (Warehouse)**
* **Snap Deal. (OCW)**
 | * Control over inventories/stock.
* Process control over Scrap sale.
* Reconciliation of inventories/stock.
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| **JRA & Associates, Delhi, India** |
| **JRA & Associates is a medium sized Auditing, Taxation and An Accounting firm with a team of dynamic Chartered Accountants and other professionals serving domestic and international clients in all business sectors, including listed companies.** |
| **Position :** | **Senior Audit Executive** |
| **Period :** | **November 2009 to March 2015** |
| **Responsibility :** | * Handled major internal audit assignments.
* Payroll Audit.
* Handled taxation matter such as TDS, Service Tax, WCT, ITR, Advance tax & self-assessment tax etc.
* Office filing (Preparation, Maintenance & Documentation)
* Preparation & handling of letter & other drafts.

Preparation & Maintenance of all official accounts |
| **Client Handled** |
| **Internal Audit & miscellaneous assignments :** | * **GE India Industrial Pvt Ltd, Gurgaon**
 | * Audit of accounts payable process (Control over Payments, PO, TDS, Service Tax & WCT of various division of GE on monthly basis.
* TDS return filing on quarterly basis.
* Payroll Audit of the various divisions of GE on monthly basis.
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| * **Fortis Healthcare Ltd (Noida, Delhi & Jaipur)**
 | * Review of stores, purchases & billing functions.
 |
| * **Hero Moto Corp Ltd**
 | * Management audit of HMCL dealership across PAN India.
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| **Accounting & Taxation:** | * **Handled accounts of Ulai Enterprises, New Delhi which deals in trading of Thermoplastics rubbers.**
* **Preparation of income tax returns of individuals & corporate assesses.**
* **Preparation of TDS Quarterly Returns**
* **Preparation of service tax returns**
* **Preparation of WCT returns of Delhi & Haryana**
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| **Previous Employer:Nagi Kher& Associates, New Delhi** |
| **Position :** | **Associate** |
| **Period :** | **June 2007 to November 2009** |
| **Responsibility :** | Maintenance of expense MIS of Citi Financial Consumer Finance India Ltd* Analysis of standard vis-à-vis actual expense variances of **Citi Financial Consumer Finance India Ltd.**
* Vendors account Reconciliation of **Citi Financial Consumer Finance India Ltd**.
* Handled HR Audit of **Citibank N.A.**
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**SOFTWARE PROFICIENCY**

* Proficient Knowledge of MS Office – MS Excel, MS Word, MS Power Point
* Deal with SAP

**ACADEMIC CREDENTIALS**

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| **Dégréé** | Year of Passing | Institute/Board |
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| B.com (P) | 2006 | Shivaji College, Delhi University |
| Class XII | 2002 | CBSE |
| Class X | 2000 | CBSE |

**PERSONAL SKILL**

* Results-driven achiever, effective team player with exceptional communication & interpersonal skills.
* Highly flexible and adaptable performer; coordinating numerous time-sensitive projects.
* Experienced in the use of agile approaches, including scrum meetings and daily stand-ups.

**PERSONAL DOSSIER**

* **Date of Birth**: 24thMarch 1984.
* **Marital Status**: Married
* **Father’s name**: Mr. Madan Mohan
* **Nationality:** Indian
* **Languages Known**: English& Hindi