**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.** | |
| **Internal Audit** | * **Sales Accounting** | * Pricing * Discount |
| * **Export Division** | * Pricing * Detention * Freight * Commission etc. |
| * **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. |
| * **Indus (Warehouse)** * **Snap Deal. (OCW)** | * Control over inventories/stock. * Process control over Scrap sale. * Reconciliation of inventories/stock. |
| **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. |
| * **Fortis Healthcare Ltd (Noida, Delhi & Jaipur)** | * Review of stores, purchases & billing functions. |
| * **Hero Moto Corp Ltd** | * Management audit of HMCL dealership across PAN India. |
| **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.** |

**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