

❖ **Stock & Receivables Audit (Credit Audit) Conducted on behalf of Bank**

Major Clients Handled

- Arvind Lifestyle & Brands Ltd.
- Arvind Limited (Listed Company)
- Dishman Pharmaceuticals Ltd.
- Gokul Agri International Ltd.
- Gokul Refoils & Solvent Ltd. (Listed company)
- Texspin Engineer Ltd.
- Ratnamani Mrtals & Tubes Limited (Listed Company)
- Plasten India Limited
- Meghmani Industries Limited
- and 90 plus

Responsibilities includes:-

- Over view of books accounts (Trial Balance and P&L A/c)
- Ageing of Stock and Debtors.
- Preparing Fund Flow statement based on Audited Balance Sheet to identify the diversion of funds.
- Ratio Analysis.
- Examination of various credit facilities enjoyed by the borrower.
- Examining the related party transactions.
- Examining Diversion/ shiphoning of fund.

❖ **Projects Financed**

Responsibilities includes

- Preparation of CMA
- Preparation of credit appraisals
- Letters of justification for the credit facilities

❖ **Investigation Audit**

- **Heavy Metals & Tubes Ltd.**

❖ **Statutory Branch Audit of Insurance Company.**

- United India Insurance Company Ltd. LCB (Large Corporate Branch) audit done for the F.Y. 2017-18.

❖ **Internal Audit**

Major Clients Handled

- HOF Furniture Systems Pvt Ltd.

Responsibilities includes

- Evaluating effectiveness of statutory compliances.
- Review internal administrative & accounting controls
- Design internal audit controls regarding stores, spares and inventory.
- Monthly Internal audit report & MIS to Top Level Management
- Stock Valuation & preparation of monthly cost sheet and evaluate with budget and discussed with the top level management.
- Monthly Reporting of financials and compare the same with budget.

❖ **Accounting and Tax Audits**

Responsibilities includes:

- Preparation of financial statements of various assesseees i.e individual ,firms, LLP and companies with compliance of applicable law i.e Companies Act, 2013 Income Tax Act, 1961 , Service Tax Act, VAT etc.
- Prepare data of the company and firm and filling of GST returns.

❖ **Monthly Management Depot Audit**

Major Clients Handled

- Zydus Cadila Ltd (Ahmedabad Depot)
- ITC Limited (Ahmedabad Depot)

	<ul style="list-style-type: none"> ➤ Adani Wilmar Ltd (Surat & Rajkot Depot) ➤ Bayer Pharmaceutical Pvt. Ltd. <p>2. Working with M/s UI VR Private Limited as an Accounts & Finance Executive.</p> <p><u>Responsibilities includes:</u></p> <ul style="list-style-type: none"> ➤ Monthly MIS reporting to Germany (Joint Venture) of Financials with comparisions of the all the financial date like sales, purchase, expenses. ➤ Have prepared the budget for the up comming project of the company. ➤ Prepared B.O.M. of the stock items to estimate the costing of the each stock items. ➤ Preperation of the stock valuatiuon on monthly basis with respect to B.O.M. and discussed with management. ➤ Monthly preparation of Oversall financial and represent to the management.
EXTRA CURRICULUM	❖ Successfully completed General Management & Communication Skills programs conducted by ICAI.
COMPUTER PROFICIENCY	Working knowledge regarding application package MS Office (Excel, Word and Power Point), Tally.
PERSONAL DETAILS	<ul style="list-style-type: none"> ❖ Date of Birth: 16th August 1988 ❖ Father's name: Mr. Udaylal Baheti ❖ Father's Occupation: Business. ❖ Languages known English, Hindi, Gujarati & Marwadi ❖ Present address As Above
HOBBIES	Travelling, Music & Playing Cricket

PERSONAL ASSETS	<p>My strength may be marked with three words:-</p> <ul style="list-style-type: none">• Dedication• Vision• Positive Attitude <p>These are the three mantras with which I work.</p>
NOTICE PERIOD	<p>Notice period shall be maximum one month from the receipt of Appointment Letter.</p>