

# Ashok Kumar M

**Address:**

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## Summary

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My objective as an Audit Manager is to minimize financial risks by creating audit control measures such as regular reviewing and monitoring of portfolios, keeping up-to-date with audit trends, understanding the elements of business and developing a robust audit scheme. Equipped with the essential tools such as my strong grasp of auditing models, vast knowledge in internal and external audit, solid background in taxation laws and policies and expert knowledge in audit management and risk planning, I am very confident that this objective is possible.

## Skill Highlights

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|---|---|
| • GST                                   | • TDS   |
| • Advanced excel (Using Macro in excel) | • Incometax   |
| • MS Word & PPT                         | • Accounting and Auditing                                   |
| • Analytical Skills                     | • Finalisation of Accounts & Financials                     |
| • Corporate Tax Laws                    | • Problem solving   |
| • Revenue projections                   | • Zoho Books  |
| • Tally                                 | • Internal and External Audits                              |
| • ROC                                   | • Preparation of PL, BS , Cashflow and Fundflow Statements. |
| • MIS Preparation and Followup          |   |

## Experience

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**Audit junior** (2012 May - 2013 May)

**Mohan and Venkatraman Chartered Accountants, Chennai**

- Internal Audits in various clients.
- Keeping audit working papers and Maintaining audit records.
- Vouching of sales purchases and other vouchers and verification of ledger accounts.
- Internal audit Report preparation and submission.
- Stock Audits.
- Payroll audits.

**Articled Assistant** (2013 Sep - 2015 Sep)

**N Muthukumarasamy & Co Chartered Accountants, Chennai**

- Incometax Return Preparation and Filings.
- Concurrent and Statutory audit of banks.
- Accounting and Finalization of accounts of various clients.
- TDS, Servicetax , GST and ROC preparations and filings.
- Internal Audit of various Clients.
- Developed audit plan based on audit standards and government regulations.
- Performed audits and generated audit reports with recommendations.
- Reviewed and recommended improvements to existing audit procedures.

**Audit Manager** (2015 Oct - Till now)

**JSRS and Associates Chartered Accountants, Chennai,**

- Work with Compliance and Operational Risk Control to improve clear and consistent lines of defense framework.
- Evaluates the audit team's work. Assesses capabilities of team members and provides proactive and meaningful feedback to develop team members.
- Collaborate with Auditors and clients to identify, evaluate, determine, and suggest creative, simple, value-added potential improvements in business and technology processes and department administration
- Lead the planning of audit procedures, performing of audit work and reporting the audit results on the company businesses.
- Preparation of Monthly Balancesheet, Profit and loss account, Cashflow and Fund flow Statements.
- Lead audit teams in the planning, fieldwork, reporting, and follow-up phases of IT general, application, business process, and information security reviews.
- Assisted in company's tax planning activities.

## Special Engagements

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Company name	: Adinn Advertising Services Ltd , Madurai.
Assignment	: Implementation of ZOHO Books accounts software.
Assignment Period	: 8 Months
Role	: Lead and Coordinate the entire accounts team for the successful migration of new accounting software.

## Education

COURSE	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE OF MARKS OBTAINED
HSC	Muslim Hr. Sec School, Sivakasi	2009	85.67%
B.Com	Ayya Ayyanadar Janakiammal College, Sivakasi	2012	75%
CA Inter Both Groups	ICAI, Chennai	2019	50%

## Languages

- Tamil – Write, Speak, Read
- English – Write, Speak, Read

## PERSONAL PROFILE

- Father name : Muthu Rajan N
- Date of birth : 17-04-1992
- Nationality : Indian
- Religion : Hindu
- Marital Status : Single
- Permanent Address : No 386, Amman Koilpatti South street,  
Sivakasi -626189.

Declaration:

I hereby declare that the above written particular are true to the best of my knowledge and belief.

**Thank You..**

Place :

Date : Chennai

Signature