

Career Objective -

To work in a growth oriented organization where I can utilize my skills and knowledge which would enable me to grow professionally while contributing to the organizational goals.

Academic Credentials -

Examination	Institute	Board / University	Year	Score / Grade
B. Com	R.K.T College Ulhasnagar	Mumbai University	2017	69.00%
XII	Model College Kalyan (E)	Maharashtra Board	2014	74.31%
X	St. Jude's High School	Maharashtra Board	2012	76.00%

Work History –

Audit Assistant | November 2019 – Current

Kirtane & Pandit LLP – Mumbai, Maharashtra

- Conducting concurrent audit in allotted branches of Bank of Baroda in Mumbai.
- Inspect general ledger for accuracy of individual branch.
- Perform extensive assessments of accounts, including payables and receivables to verify accuracy in financial reports.
- Follow up on reviews to assess and report on completion or progress of corrective actions suggested to the branches.
- Prepare reports and supporting documentation for audit findings.
- Calculating interest subvention under concurrent audit of Bank.
- Checking and verifying loan documents submitted by customers of the branch and ensuring all required documentation is fulfilled.
- Conduct physical cash and inventory verification and ensuring its proper maintenance.

Intern | January 2018 – March 2019

Pandya Consultancy Chartered Accountants – Thane, Maharashtra

- Maintaining daily records in Tally and reconciling bank statements.
- Conducting asset verification and stock audit for clients.
- Maintaining database of clients.
- Preparing invoices and conducting payment follow-up.

Additional Skills -

- Working knowledge and understanding of Tally and Finacle 10 software.
- Proficient with MS Office (Excel, Word).

Hobby -

- Workout.
- Love Music.
- Travelling.

Personal Information -

- Date of Birth: - August 31, 1996.
- Gender: - Male.
- Languages known: - English, Hindi, Marathi and Malayalam.
- Nationality: - Indian.
- Place: - Kalyan.