

# GAURAV SINGH

Chartered Accountant

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E-Mail ID: cagauravsingh7@gmail.com

Age: 28 years

Current City: Muscat, Oman

Home City: Mumbai, India

## PERSONAL PROFILE

- Working as Senior Auditor and worked on Risk assessment and Internal audit of various business process
- Worked as an Audit Manager and Independently executed end to end conduct of Internal Audit assignments as per the defined scope of work.
- Covered Procurement Process, HR & Payroll, GST and TDS compliance, Accounting Process, Reconciliation, and other areas as agreed from time to time. And coordinating & communicating audit findings with Management.
- Have played the role of a team member in Statutory Audit of PSU in the Oil & Gas Industry.
- Have total post-qualification experience of 1.5 years into the Auditing field.

## EMPLOYMENT HISTORY

### BDO Oman- Senior Auditor - March 2021 to Present

Borkar & Muzumdar- Audit Manager- Sep 2019 to March 2021

Vimal Jain & Co- Sr. Audit Executive- Aug 2015 to July 2019

SNH & Associates- Article Assistant- May 2013 to Aug 2015

Vinod Kumar Bindal & Co- Article Assistant- Mar 2012 to Aug 2012

## Professional Qualification

CA Final- May 2019

CA IPCC- November 2012

CA CPT- December 2010

## Academic Qualification

Master of Commerce (M.Com) - 2015

Bachelor of Commerce (B.Com) - 2013

## Certifications

- Qualified FAFD Certificate course offered by ICAI
- Pursuing Certified Internal Auditor (CIA) from IIA(US)

## Other Assignments

- Performed Stock audit of Pharmaceutical company (Athena Drug Delivery Solutions Pvt Ltd) and Flour Mill (ITC Ltd).
- Completed Formation of Companies and Partnership Firms and annual compliance with ROC during 3 years of articleship.
- Filing of Income Tax and TDS Returns of various Individuals, firms, and private companies.
- Independently completing accounting of Individuals, Partnership firms, and Private companies.
- Assisted Partners of the Firm for compiling submissions in Income Tax Assessments cases.

## WORK EXPERIENCE

### Internal Audit

- As a team lead, Independently managing team of Three to Five articles and conducting Internal Audit of Company engaged in Mining and Ship & Small Crafts Building and Subsidiary of RBI providing IT Support services to Banks.
- Internal Financial Control (IFC)/ SOX Testing of Company dealing in G-Sec.
- Collaborated with a team of Three members for conducting an Internal Audit of a Pharmaceutical Company (Subsidiary of Listed Company).
- Conducted Internal Audit of companies across various sectors & Industries such as Educational Institution, Container Freight Station (CFS), Real Estate Construction, and Pharmaceutical Company (Subsidiary of Listed Company).
- Drafted Standard Operating Procedure (SOP) in collaboration with Client and Team.
- Conducted risk assessment and preparing risk register for various business processes
- Areas reviewed: Procurement to Pay, Tendering Process, Reconciliation, Order to Cash, Record to Report, Recruit to Retire, Budgeting and Variance analysis, Health Safety & Environment, Information Technology General Control, Planned and Unplanned Maintenance, Transport, control over scrap, Library Function, Admission Process, Fixed Assets, Accounts Receivable, Accounts Payable, Cash & Bank.
- Major Clients Handled: Gulf Mushroom Product Company (SAOG), National University of Science & Technology, Alpha Fishco LLC, Casting Synergies LLC, Chowgule & Company Pvt Ltd, Reserve Bank Information Technology Pvt Ltd., Stock Trading Corporation of India Primary Dealer, Ameya Logistics Pvt Ltd, , Wadia Institute of Management Studies and Research

### Statutory & Tax Audit

- Limited Review (LR) of Public Sector Unit (PSU) engaged in the Oil & Gas industry and Company in Printing Press for compliance of SEBI Guidelines.
- Statutory and Tax Audit of Private Companies across various sectors such as Manufacturing and Wholesale trading in textiles, Advertising (Outdoor Hoardings), Chemical Trading,
- Tax Audit of Individual from the Medicine profession, the entertainment industry, and Partnership firm in wholesale trading of Papers and Transport industry.
- Major Clients Handled: Bharat Petroleum Corporation Ltd, Bright Outdoor Media Private Limited, , Ketul Chem Private Limited, Ami Riddhi Chemical Private Limited, India Safety Vaults Limited, Shree Mateshwari Transport Company

## EXTRACURRICULAR ACTIVITIES

- Completed 10 days basic Rifle Shooting Training.
- Co-ordinated with ICAI Management, Faculties and Students during 15 days GMCS as Class Representative.