

# CURRICULAM VITAE



## MADAN MANDAL

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### CAREER OBJECTIVES

To secure an elite position through smart work & dedication and acquire new skills and knowledge that I may be proved as an important asset to the organization.

### PERSONAL DETAILS

**Date of Birth :-** 01-01-1988  
**Father's Name :-** Mahendra Mandal  
**Mother's Name :-** Sulochana Devi  
**Present Address :-** S/O- Mahendra Mandal,  
AT & PO- Neori Vikas  
Dist- Ranchi, Jharkhand, Pin - 835217.

### EDUCATIONAL QUALIFICATION

Year of Passing	Specialization	University / Boards Exam Passed	Institution	Percentage
2013	Diploma in Apparel Manufacturing Technology.	Ranchi IGNOU Community College.	ATDC- IGNOU Community College Ranchi.	85.60
2008	B.A.	Ranchi University	Marwari College, Ranchi	47.50
2005	I.A.	JAC	Premchand High School, +2, Mesra Ranchi	55.56
2003	10 <sup>th</sup>	JAC	Premchand High School, +2, Mesra Ranchi	39.20

### **ACDDEMIC ACHEIVEMENT / CERTIFICATIONS**

- ❖ ADCA – Advance Diploma in Computer Application
- ❖ DTP – Desk Top Publishing
- ❖ Tally – Financial Accounting

### **WORK'S EXPERIENCE**

- ❖ **Senior I.E.D (Industrial Engineer Department) at Unitex Apparels Pvt. Ltd.,Bangalore since 05/01/2013 to 31/12/2016.**

#### **Duties and Responsibilities for the following activities.**

- ❖ **Operation Bulletin** (OB) preparation to be done for three stages, Initial Proto Sample and FIT, approved sample and actual OB for layout.
- ❖ Layout preparation for every style.
- ❖ Every month machinery requirement plan to be prepared and arrange to in house necessary machine in advance by coordinating with Factory Manager and Planning head.
- ❖ Arrange to in-house folders and attachment well in advance based on scheduled production plan.
- ❖ Thread consumption chart preparation and co-ordinate with merchant team for thread purchase.
- ❖ Skill Matrix updating once in three month.
- ❖ Updating the SAM Database based on method improvement.
- ❖ Preparing and updating sampling status based on production plan (PP/size set samples to be ready with approval one week before the style loading date).
- ❖ Preparation of factory wise incentive reports based on respective department production and efficiency.
- ❖ Monitoring weekly performance report of individuals and conduct meeting to improve their performance.

- ❖ **Senior Audit & Risk Officer (Audit & Risk Department) at Vedika Credit Capital Pvt. Ltd. (Group of Company ) Since 02/01/2017 to till date.**

#### ❖ **Duties and Responsibilities for the following activities :-**

- ❖ **Financial reports and records:** receipts, vouchers, cashbooks, ledgers, client passbooks, MFI bank passbooks, cash balances.
- ❖ **Loan documents:** Loan applications, promissory notes, and other documents required as per policy-related data entered in Excel spreadsheets or software.
- ❖ **Client visits:** check meeting discipline – timing, conduct, staff, and client discipline, check passbooks interact with clients can also check loan utilization.

- ✧ **Other observation:** staff discipline, hygiene, file arrangements, and cataloging
- ✧ Designing and roll out reporting formats approved by the senior management of the company and Systematic planning and work allocation to a team member.
- ✧ Preparing Department wise Consolidation of audit observations on periodic basics & forwarding the same to Manager / Officer for appropriate action.
- ✧ To lead the audits as per the audit policy and Company Policy
- ✧ Identify gaps in internal controls and provide recommendations for improvements where necessary
- ✧ Evaluate audit results to determine the quality and effectiveness of internal operating policies, internal controls, regulatory requirements, administrative procedures & reporting practices
- ✧ Draft formal, clearly written, and complete audit reports summarizing findings, conclusions, and recommendations
- ✧ Use Internal Audit databases to aid in the writing of the report(s) and archive of audit results
- ✧ Follow up with stakeholders on any recommendations or corrective actions to internal or external audits to ensure continued process improvement & compliance, when required
- ✧ Assist in the coordination of internal audit activities with external Auditors and any other required audit/examination teams
- ✧ Provide assistance in performance of investigations of improper activities including potential fraud matters
- ✧ Visiting & Reviewing Field on sample bases with relevant staffs and finding frauds.
- ✧ Handle miscellaneous tasks as assigned from time to time by Internal Audit department management

#### ✧ **Two Wheeler & E- Rickshaw Audit :-**

- ❖ Documentation Audit
- ❖ Customer Visits.
- ❖ Collection Followup.
- ❖ Collection (Cash Fraud )Related Integrity Issues.
- ❖ Banking Pending Related Followup & Etc.

#### **EXTRA CURRICULAR ACTIVITIES**

#### ✧ **HOBBIES :-**

- ❖ Listening Soft Music.
- ❖ Reading Newspaper.
- ❖ Cricket & Driving

#### **DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Date :**

**Place :** Ranchi

**MADAN MANDAL**

