

CURRICULAM VITAE



MADAN MANDAL

E-mail Id :- madansingh8051@gmail.com
Madan.audit.mf@gmail.com

Mobile : +91 - 9534055999,8051131333

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

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

- Risk responses have been implemented as planned.
- Risk response actions are as effective as expected or if new responses should be developed.

- Risk exposure has changed from its prior state, with analysis of trends.
- A risk trigger has occurred.
- Proper policies and procedures are followed.
- New risks have occurred that were not previously identified.
- Ensure the execution of the risk plans and evaluate their effectiveness
in reducing risk.
- Keep track of the identified risks, including the watch list.
- Monitor trigger conditions for contingencies.
- 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.
- Monitor residual risks and identify new risks arising during project execution.
- Update the organizational process.

❖ **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