

CURRICULAM VITAE

MADAN MANDAL

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CARREER 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
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

ACADEMIC ACHIEVEMENT/ CERTIFICATIONS

- AMTD – Apparel Manufacturing Technology of Diploma Degree
- ADCA – Advance Diploma in Computer Application
- DTP – Desk Top Publishing
- Tally – Financial Accounting

WORK EXPERIENCE

1. I.E.D. Executive at Unitex Apparels Pvt. Ltd., Bangalore since 01/01/2013 to 31/12/2015.

A . Work in I.E.D. (Industrial Engineering Department):

- i. Production
- ii. Quality
- iii. Time Study
- iv. Grade Test
- v. WIP Report (Work-in-Progress)
- vi. Hourly Production Report, etc.
- vii. Operation Bulletin Chart
- viii. Thread Consumption Report
- ix. Sewing Line Layout

2. Senior Audit and Risk Officer at Vedika Credit Capital Pvt. Ltd. (Group of Company) Since 02/01/2017 to till date.

A . Role & Responsibilities in Senior Audit and Risk Officer

- (i) MIS Reporting (ii) Fraud Control (iii) Retail (iv) Compliance (v) Risk Control
(vi) MIS (vii) Banking / Collection (viii) Monitoring (ix) Operation (x) HR
(xi) I.T (xii) Cross Sale (xiii) Insurance (xiv) Finance (xv) Legal & Etc.

Audit Job Skills :-

1. Communication skills, including oral communication, report writing, and presentation skills
2. Problem-solving skills (i.e., conceptual and analytical thinking)
3. Ability to promote the value of internal audit among key employees within the organization
4. Keeping abreast with regulatory changes and industry standards
5. Knowledge in auditing, internal audit standards, fraud awareness, and professional ethical standards.
6. Knowledge in enterprise risk management (i.e., risk analysis and control assessment)

Job Responsibility :-

- As a Internal Audit I have required to visit the branches assigned to me.
- Required to verify the cash books, vouchers, the loan application and documents, also required to validate the branch expenses ledgers wise and tallied with cash book.
- Observing the violation of Policies and identify the high Risk situation.

- The first preference given to borrower visit, there we have to verified the amount issued to the borrower is correct or not, and is any commission demanded by our staff or not and borrower utilized the amount in concern business or not.
- A part from branch audit time to time we have required to verify fixed assets of the branches and the regional office. HR attendance audit.
- Required to give training to new joining's auditors.
- Time to time we have required to do statutory audit of the branches.
- We have required identifying the field frauds like "Member fraud, outsider fraud, staff fraud, commission demanded by member or others.
- Above all the reports prepared in excel and word sheet and reported to the higher authority.
- Also time to time CSR audit conducted by me.

Other activities :-

- Provide advice and training to Help Age finance staff on internal control procedures and partner auditing
- • Ensure that issues of internal control are considered during all work and in the development of new policies and procedures
- Network with other Ego's on Internal Audit and related work to ensure that the organization is aware of current issues and developments in the field
- Contribute to continuous review of the organization financial systems and to recommend changes as necessary

B . Two Wheeler & E- Rickshaw Audit

(i) Customer Visits (ii)Collection (iii) Collection Related Integrity Issues (iv)Banking

(ii) 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