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## CA ALOK SHARMA

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### OBJECTIVE

To work in a challenging professional environment, there by utilise my talents, skills and analytical abilities. My assets are my determination to succeed and my desire to learn. I believe in adding value to the organization.

### PROFESSIONAL QUALIFICATION

Chartered Accountant – Batch May, 2009

Membership continued – January, 2010

### PROFESSIONAL EXPRIENCE

#### Article ship/Paid Assistant

I.M. Puri & Co, Delhi, during this period, major assignments are:

- ❖ Internal Audit
- ❖ Statutory Audit
- ❖ TaxAudit

#### Post CA Qualification Experience:

Currently working with Deepak Gulati & Associates

Since Feb.,2021

#### Role & Responsibilities

- 1.Direct to Independent Auditing and manage team of 10 to 12 person ,
- 2.Finalization of Financials of companies and reporting to Partner
- 3.Review and Finalization of Internal Audit Reports with discussion at exist meeting and issue report for the management .

#### Internal Audit Coverage:

- 4.Process Review and report on risk area in existing controls within the organization
- 5.Pay to Procure/Receivable to Received /Order to cash and HR etc. Process review;
- 6.Review Risk exist in existing Policies and controls.
- 7.Transactions review as per Business Narrative and Policies of the entity.
- 8.Review RCM for identify risk associate with Business Processes.

#### Singhi & Co (Feb. 2017 to Dce.2020) :

#### Role & Responsibilities :

- 1.Review the ledgers for the purpose of accuracy of ledger as per statue;
- 2.Compliance review under various laws such as Companies Act GST and Income Tax ,PF,ESI and other applicable laws to entity ;
- 3.Pay to Procure/Receivable to cash and HR etc. Process review;
- 4.Inventories Valuation and verification .
- 5.Capitalization of CWIP and purchased fixed Assets.
- 6.Ledger review and Inter Companies reconciliation and accuracy of their transaction as per laws between related parties .

#### K.G Somani & Co Jan. 2010 to Jan 2017

#### Role & Responsibilities :

- 1.Vouching ;Ledgers Scrutiny and various reconciliation of sales tax excise and customs.
- 2.Making Balance sheets for Co/Firms .
- 3.Concurrent Audit and Revenue audit of bank branch .
- 3.stocks audits .

#### **Sectors Coverage :**

- 1.Trading and Manufacturing; including Sugar Mills
- 2.Real Estates and Infrastructure;
- 3.Servicing Corporates like IT ,E-commerce
- 4.Hotels and Hospitals
- 5.Power Generation as Thermal and Nuclear Power Plant

#### **ROLE AND RESPONSIBILITIES**

##### **Audit Manager**

##### **➤ In Statutory Audit :**

I have done various work are as under

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- 1.Companies Act compliance as required by CARO .
- 2.Disclosure requirement as per Division I and II of Schedule -III.
- 3.Preparation of Audit Report as per SA by ICAI 700 to 720.
- 4.Ind AS Balance Sheet Audit

##### **Key Assignments are :**

- ❖ Druk Green Power Corporation –Bhutan
- ❖ Siddhartha Super Spinning Mills Ltd

##### **MNC Branch Companies: -**

- ❖ Viking Fire Products Private Limited-wholly owned subsidiary of Singapore Co
- ❖ Fongs Technical Services Private Limited- wholly owned subsidiary of China

##### **Under Internal Audit :**

I have done audit based on Risk Control Matrix as per materiality and process check based on Business Process Narrative.

##### **Key Assignments .are :**

Egon Zehnder Research and Information Services Pvt Ltd. Being Group company of Egon Zehnder International Ltd.switzerland. I have conducted this group audit recently based on BDO switzerland Instructions. I have perform work as group auditors check Internal control and financials of the company

##### **❖ Govt Assignments:**

Banks Audit Assignments including Branch Revenue Audit ;Concurrent Audit and PUS Audits.

Prepare Reviewing 15 CA and 15 CB

#### **ACADEMIC QUALIFIATION**

B. Com (Hons): - Dr. Bhimrao Ambedkar (Agra) University

10<sup>th</sup> and 12<sup>th</sup>: - U.P. Board

#### **COMPUTER SKILLS**

Excel ,PowerPoint and MS word , Accounting Software like Tally & Busy and auditing in SAP environment .

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I am very Professional by nature.I always have positive attribute and expect the same from others .I can positively handle any dispute by communication rather than create conflicts with each other .I have ability to accept new Challenges in work independently.

Place : \_\_\_\_\_ Date : \_\_\_\_\_