

V. Gayathri

Chartered Accountant, B.Com.

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❖ OBJECTIVE:

A skilled Qualified Chartered Accountant having Four and half years of experience in Audit & assurance services. Highly skilled in researching issues and finding solution & best alternatives to client's issues. Looking forward to build a challenging and rewarding career with a leading organization having a competitive environment, where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals.

❖ WORK EXPERIENCE:

1. Brakes India Private Limited – Senior Officer – Internal Audit (19th February 2024 to Present):

Roles and Responsibilities:

Performing various Internal Audits:

- **Contract Labor Audit** – Verification of various compliances of Factories Act, Contract Labor Regulation Act, Minimum Wages Act, Payment of Wages Act, National Holiday Act, Inter-State Migrants Act etc.
- **Plant Audits** – Understanding of various process relating to Procure to Pay and Materials Management etc. of the assigned division of BI and conducting an efficient plant audit with the use of various Continuous Control Monitoring Reports (CCM reports), ACL software and Data Analytics etc.
- **Stock Audits** – Conducting various stock audits on a half-yearly or annual basis and reporting on the variances.

Preparation of Internal Audit Reports – Preparing and issuing Internal Audit Reports for all the assigned audits and presenting the same to Management & Audit Committee.

2. Polyhose India Private Limited (Chennai):– Assistant Manager - Accounts Department (20th March 2023 to 13th July 2023):

Roles and Responsibilities:

- Preparation of Management Information System (**MIS**) along with Key ratios for the purpose of reporting the same to Chief Financial Officer (CFO) and Managing Director (MD).
- Preparation of **Financials** as per Schedule III (including Significant Accounting Policies) relating to overseas subsidiaries for the purpose of including the same in Consolidated Financial Statement of Parent Company.
- **Inventory** analysis of various divisions which includes Physical verification of inventory to ensure the same matches with Book inventory, creation of provision for Non-moving & slow-moving inventories, valuation of inventory as per IND AS 2 and to ensure proper inventory management process in production line.
- Formation of **Gratuity trust** for various subsidiaries for the purpose of employee gratuity settlement.
- To ensure **statutory compliance** on monthly basis under various Acts such as TDS, TCS, PF, ESI, PT, GST etc.

- Preparation of various **Note to Managing Director (MD) and Auditors** relating to significant transactions such as impairment of overseas investment, Transfer of GST Input credit post-merger of two entities etc.

3. R.G.N Price & Company (Chennai):– Executive Audit & Assurance Services (24th January 2022 to 19th July 2022):

Roles and Responsibilities:

- **Statutory Audit:** – Reviewing the entity’s transactions, processes, statutory compliances of various relevant acts to ensure the true and fair view of presentation of financial statements and facilitating in framing an audit opinion.

Client handled: Sheenlac Paints Limited

- **Special assignment:** - Preparation of audit verification template relating to CARO 2020 and Schedule III Amendments.

Client handled: L.M Van Moppes Diamond Tools India Private Limited

4. V Sankar Aiyar & Co. (Chennai):- Article ship (Feb’17 – Feb’20):

Roles & Responsibilities:

- **Statutory Audit**–Reviewing the entity’s transactions, processes, statutory compliances of various relevant acts to ensure the true and fair view of presentation of financial statements and facilitating in framing an audit opinion.
- **Internal Audit** – Closely monitoring the operations of the entity and reporting on the controls in the activities of the company, thereby facilitating efficiency and effectiveness in the entity.
- **Trust / LLP**- Audit of entire books of accounts independently.
- **PF Audit** – Conducting audit of PF Trust.
- **GST Audit** – Conducting GST audit and filing forms as per the requirements of GST Act.

MAJOR CLIENTS HANDLED:

Name of the Client	Assignment
TVS Emerald (Real estate company)	Statutory audit and GST Audit
Lucas TVS Limited (Manufacturing)	Statutory audit and Internal Audit
Harita-NTI Limited (Manufacturing)	Statutory Audit
Delphi – TVS Technologies Limited (manufacturing)	Internal Audit
Model Infra Corporation Private Limited (Manufacturing)	Internal Audit
Shri Rama Chandra Mission	Trust Audit
Habitat for Humanity India	Trust Audit
TVS Motor Company (Listed-Manufacturing)	PF Audit

❖ QUALIFICATIONS:

1. PROFESSIONAL:

<u>Level</u>	<u>Passed in</u>	<u>Institution</u>	<u>Performance</u>
CA (C.P.T)	JUNE 2015	Self study	53.50%
CA (I.P.CC) 1 st group	MAY 2016	Ks. Academy	50.25%
CA (I.P.CC) 2 nd group	November 2016	Ks. Academy	66.33%
CA (Final) 2 nd group	November 2022	Self Study	53.00 %
CA (Final) 1 st Group	May 2024	Self Study	54.50%

Completed **Advanced ICITSS course & advanced ITT** from Institute of Chartered Accountants of India (ICAI).

2. ACADEMIC:

<u>Level</u>	<u>Passed in</u>	<u>School/University</u>	<u>Performance</u>
Xth standard, CBSE	2013	G.K Shetty Vivekananda Vidyalaya Junior College, Ambattur	96.00%
XIIth standard, CBSE	2015	G.K. Shetty Vivekananda Vidyalaya Junior College, Ambattur	89.00%
B. Com (General)	2018	University of Madras (Correspondence)	70.00%

❖ EXPOSURES:

SOFTWARES WORKED:

- Tally
- SAP
- MS Office - Excel, PowerPoint, Outlook, Word
- Leap (Customized software)
- Microsoft NAV (Navision)

❖ PERSONAL TRAITS:

- Interpersonal skills with the ability to work in multicultural environment
- Helping in spreading high energy and motivating the team
- Always interested to take extra step to improve process efficiency, with greater commitment to work
- Constantly focusing on being above the expectation level with high interest in learning new things
- Languages known - Tamil and English (Read Write and Speak), Hindi and Sanskrit (Read and write), Kannada (Speak).

❖ PERSONAL INFORMATION:

Fathers Name: R. Venkatesan
Date of birth: 18th August 1998
Nationality: Indian
Present address: No 3, Isha Apartments, Bhashyam Street, Vaishnavi Nagar,
Thirumulaivoyal, Chennai 600109.

❖ PASSPORT DETAILS:

Issued by: Republic of India
Passport No: L 6195892
Valid till: 26/12/2033
Place of Issue: Chennai, India

All the above said information is true to my best knowledge.