

## **Kamakshya Prasad Pradhan**

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**Seeking assignments in Internal Audit (Finance & Operation) with an organization of high repute.**

### **PROFESSIONAL SNAPSHOT**

- A dynamic professional holding degree in B.Com and ACMA with over 8+ years of experience in Internal Audit (Finance & Operations).
- Experience in internal audit of an organization to improve the processes as well as implementation of Standard Operating Procedure (SOP) that would contribute organization's goal and objectives.
- And it includes leading teams in planning and executing extensive risk review and testing of process flows together with deliverance of the audit results and add value to the business units by way of operational, financial and compliance process audits.
- Ability to work hard and complete time bound assignments.
- Capable of taking additional responsibilities with a positive attitude.
- Team building, motivation and team player as well as creative approach to problem solving, self-motivated and goal driven.

### **ACADAMICS**

- Completed ACMA with **Grade A** under ICMAI in 2010.
- Completed B.Com (Accounting) with **Grade A** under Utkal University, Odisha in 2007.
- Completed XII Std. with **Grade A** in Govt. College Angul, Odisha.
- Completed X Std. with **Grade A** in BSE, Odisha.

### **CAREER SCAN**

#### **Career Profile:**

Currently working as Assistant Manager - (Internal Audit) in Al Fara'a General Contracting Co. UAE since October '2015.

#### **Industries Dealt:**

- **Construction Industry**

### **Company Profile:-**

Al Fara'a Integrated Construction Group is a multifaceted provider of specialist construction solutions in the UAE, India and Saudi Arabia and employs some 18,000 people from various corners of the globe in its ten business units that span properties and estate, construction and related services as well as manufacturing and fabrication.

### **Work Exposure:**

- Determines the accuracy of various financial data and identifies opportunities for cost savings and revenue enhancements.
- Responsible for managing and conducting audit reviews for specified business units/departments etc. and evaluating the risk levels, business activities and management controls in those areas with accordance to accept professional standards.
- Make recommendations to correct deficiencies found in the evaluation of internal controls, identify control gaps and documents action plans. Populate and analyse segregation of duties matrix of store handling personnel. Perform walkthrough of documentation with process owners and identify issues. Facilitate remediation of internal controls, which may include redesigning process and development of policies and procedure.
- Prepares and submits reports on the results of audits, recommending improvements in policies and procedures to reporting authority during the process of verifying Treasury, Payable Invoice, Bank Payment voucher, Inventory, Purchase Order, Insurance Voucher and other assignments given by management from time to time.
- Prepare monthly MIS (Cash control, Inventory, Scrap, Scaffolding, Plant & Machinery and Logistics) and submit the same to department head.
- Implement the internal control system of the management towards inventory (Stores / Materials). Consequently, coordinate in drawing out audit program and checklist of all areas of Store Issues / Store receipts to use by the auditors.
- Determines the extent of compliance with controls and other established policies, plans, and procedures during the UAE VAT regime.

### **From Mar 2011 to September 2015**

Worked as Team Leader-(Internal Audit & MIS) in BSCPL infrastructure limited since March'2011 to Sept'2015.

### **Industries Dealt:**

- **Construction Industry**
- **Hospitality (Sister Concern)**
- **Manufacturing (Sister Concern)**

### Work Exposure:

- To plan, organize and carry out the internal audit functions including the preparation of an audit plan which fulfils the responsibilities of the department.
- To identify, develop and document audit issue and recommendations using independent judgement concerning areas being reviewed by submitting of MIS Report and Internal Audit Report to management.
- To coordinate with higher management to lay out plans and various actions to be taken.
- To develop and maintenance of productive staff relationship through individual contacts and group meetings.
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor managements response and implementation.
- Review of day to day operation of Cash, Bank and Journal vouchers done by Team.
- Vouching of monthly Sub-Contractor and Hire bills.
- Ageing Analysis of Sundry Creditors and Sundry Debtors.
- Ledger scrutiny in view trial balance, head of accounts, unusual transactions etc.
- Verification of Reconciliation statements within the branch and with Head office.
- Reconciliation of IPC (Interim Payment Certificate) with material.
- Preparation of monthly expenditure and profitability statements of projects.
- Cost analysis and cost control of Machinery/Vehicle and also preparing of Cost Sheet for Stone Crusher division.
- Surprise Physical Verification of Cash and Physical Verification of Fixed Assets, Stores and materials.
- Verification of statutory compliance which applicable to company like TDS, Service Tax, VAT, Entry Tax, Insurances etc.
- Presentation of Audit Report in PPT format to higher management for review.
- Coordination with statutory auditors for timely completion of financials as required by the management and other statutory obligations.

### Technical Exposure:

Application systems : MS Word, Power Point & Excel (Good in Excel)  
Accounting Packages : Tally ERP9, ERP Oracle iii (Business One), C Soft (Oracle 10g)

**Analysis of data** drawn from various software with use of excel functions and functionalities like V-lookup, H-lookup, Pivot Tables, Pivot Charts etc., **MIS Preparation** with use of advanced features in **MS Excel** and **MS PowerPoint**.

### Personal Profile:

Father's Name : Mr. Akshay Kumar Pradhan  
Date of Birth : 05-07-1987  
Language Known : English, Hindi and Odia  
Present Location : Al Ain (Abu Dhabi)  
Driving License : UAE & INDIA driving license.

(Kamakshya Prasad Pradhan)