

WORK EXPERIENCE

Phone

9971570379

Address

Gali no. 81 C Swatantra
Nagar Narela delhi.

E mail

Pandhuman447@gmail.com



EDUCATION

2021 – 2023

MBA FINANCE (Ignou)

2016 - 2019

B.COM

Delhi University



LANGUAGE

Hindi

English



CERTIFICATES

☑ Diploma in Computer
Software

☑ Certificate in
Computer Peripheral

☑ Banking and Financial
Market :- Riak
Management (IIM
Bangalore)

☑ Basic Goods And
Service Tax

ESAF Small Finance Bank

Jan 2025 – Till

Internal Auditor

Branch banking Audit

Sunil Kumar Patodia and Associates

Oct 2020 – Jan 2025

Executive (Auditor)

Location :- ICICI Bank RPC Jhandewalan

Key Responsibilities/ Task As a Team Leader

- Now I'm working in ICICI Bank Ltd. RPC jhandewalan delhi, as a CCA Auditor on third party.
- Account Opening :- Saving Account, Current account, TASC Accounts, NRI, LAS, FD/RD. Checking KYC according to RBI, constitution documents, approvals, Reconciliation sheet, MIS.
- Cheque clearing :- Outward, Inward, CMS, Transfer clearing, DD. Technical scrutiny of cheque as per RBI or NPCI guidelines.
- Work on different reports :- Hold mark, PDC, MICR, BIU, Repair que, Tally sheet, Reconciliation sheet, Inventory verification, RBI Bonds,
- Dispatch Audit :- check Volt for properly handle of all items, maintain hygiene, damage items. Check properly maintain debit or credit card, return registers and tally with soft data.
- Inventory verification of cheques and deliverables in frequently bases.
- Visit other RPCs quarterly for inspections in Agra, Dehradun, Meerut, Lucknow, etc.
- Administrative Documents checking on monthly bases :- Contacts withs RPCs, Duplicate DD, Key movement register, Camra check, Fraud management Report, surprise visit of vender locations, fire extinguisher, fire drills, Business continuity plan kit.
- Monthly review of ICICI CMR shipments to determine if damaged shipments have been received or shipped.
- As an exceptional, I had completed statutory audit of Marappuram Finance Limited.

MY SKILLS AND EXPERTISE

- MS excel (Power functions, Macros, Lookup)
- Gold Audit
- Ms Word
- Dispatch Audit
- Tally ERP9
- Effective & Profession Communication