

Profile Summary

I have 3 years of experience in auditing, financial accounting and taxation. Seeking to apply acquired knowledge and analytical skills for accurate results. Highly organized, skilled at analyzing complex data and producing accurate results. Excellent leadership and communication skills, with a track record of providing insightful financial information to enhance organizational growth.

Education			
Level	Year	Board/ Institute	CGPA/ Marks
• Professional Qualifications			
CA Final	-	ICAI	Result Awaited
CA Intermediate (Group – 2)	Nov-2020	ICAI	211/400
CA Intermediate (Group – 1)	Nov-2019	ICAI	238/400
CPT	June-2018	ICAI	109/200
• Educational Qualifications			
B- Com	April- 2022	Gujarat University	6.28 CGPA
Class XII	March-2018	GSHSEB	562/750
Class X	March-2016	GSHSEB	429/600

Work experience

Firm: - Talati & Talati LLP.

August'20– December'23

TRANSACTIONAL & RISK BASED INTERNAL AUDIT

- TPM Certified listed company having a Market Capitalization (On 31-03-2023) of INR 30504.3 million has established itself as a leading global manufacturer of precision bearing cages.
- Proficient in preparation of comprehensive reports detailing the findings of P2P Transactional audit.
 - Executed Risk-Based Functional Audits covering various domains including:
 - Procurement to Pay
 - Store Function and Warehouse operation
 - Jobwork operation
 - Ledger scrutiny and accounting compliance in accordance with Ind-AS
 - Physical Cash & Inventory Verification
- BOT (build, operate, Transfer) project 10 km long expressway was built to ease the traffic on NH1 between Delhi and Chandigarh by SPV.
- Audit of various areas including Revenue, Toll operations, Route operations, Ledger scrutiny, various compliance accordance with regulatory requirement.
 - Preparation and audit of Risk and Control matrix of P2P process, fixed assets process, Revenue process.

Accountant	<p>→ Managed comprehensive bookkeeping tasks, ensuring meticulous data entry and reconciliation using various accounting software platforms.</p> <p>→ Oversaw the accounts payable and receivable processes, utilizing QuickBooks and Xero to track and manage financial transactions efficiently.</p>
STATUTORY AUDIT & STOCK AUDIT	<p>→ Executed Statutory audit and limited review of various entities including listed, unlisted, Public Sector Units, small private companies. It involves understanding the client business process, identifying risk involved and appraising adequacy of internal control system to evaluate and implement testing strategies to draw opinions over the financial statements.</p> <p>→ It involves verification of account balances, class of transactions and notes to financial statements are as per relevant financial reporting framework and standards on auditing.</p> <p>→ Reconciliation of GST Receivables, GST Payables, TDS Receivable, TDS Payables, and Bank statements. Also determine the applicability of various provisions of TDS & TCS to the client.</p> <p>→ Led a team of eight people for the central statutory audit of a scheduled bank's treasury operations.</p>

Computer Proficiency Skills

- SAP Hana S/4 & Business One
- Xero
- QuickBooks
- Microsoft Office
- Tally ERP / Tally Prime

Extra-Curricular Activities

- Worked with NGO "TRUST PAPA" To Save Bird Campaign- 2014
- Conducted Survey on Demonetization
- Participated in Elementary Drawing Grade Competition-2013

Other Details

- LinkedIn : www.linkedin.com/in/suraj-padhiyar-250567179/
- Hobbies : Reading
- Date of Birth : 5th November, 2000
- Language : English, Hindi, Gujarati