

**KIRAN PUTHENEDOM****Team Leader Internal Audit**

Contact: -

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**CAREER OBJECTIVE**

Aspire to foster a career in Audit and Finance with a foremost corporate with devoted, dedicated and steadfast people, which would help me to explore myself fully and appreciate my professional potential. Willing to work as a key player in a creative and challenging environment without any dithering. Keen to be exposed to all possible avenues of development as a part of such a professional community.

**PROFESSIONAL EXPERIENCE****Audit Executive**

**Deloitte Haskins & Sells, (Coimbatore)** Tamil Nadu ,India From May-2016 to Sep-2018

- Specific knowledge in verifying the accounting books and papers, especially journals ,ledgers, day book, bank write-up's, investment write up's, Accounts receivable & Payable sections .
- Formulating and demonstrate the reconciliations, financial documents such invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports and financial statements preparations.
- Preparing Monthly and Quarterly Internal Audit Reports stating various issues arising during the period.
- Reporting various issues arising during the course of payment of bills immediately.

**Senior Assistant Audit**

**SAUD BAHWAN AUTOMOTIVE LLC (Dealer of Toyota )** ,OMAN From Oct-2018 to Apr-2020

Saud Bahwan Group is one of the largest organizations in the Middle East employing nearly 9000 professionals. The company is a widely respected and reputed group of Companies and is professionally managed. The name SBG stands for Excellence in everything. SBG is the sole distributors for TOYOTA, LEXUS, FORD, MAN, CED, KOMATSU, KUBOTA, KIA, etc. world renowned brands.

- Report risk management issues and internal controls deficiencies identified along with recommendation for improving the organization's operations, in terms of both efficient and effective performance.
- Review and analyze AMC and other purchase and service contracts and involved in vendor selection process and negotiations.
- Analyze the internal controls and suggest improvements for effectiveness and efficiency of operations and complaints with applicable policies and procedures.
- Responsible for controlling Cost by scrutinizing all Expense heads basing market data.
- Negotiating best prices for the procurement of various Materials, equipment's and services which are Periodically required for the group of companies.
- Compiling MIS on monthly savings.
- Monitoring, verification and clearing of all local Purchase requisition of the Group Companies.

- Verification of bills for accuracy against purchase orders.
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices..

**Internal Auditor-Frontline Logistics (MNC),Malappuram,Kerala** From March 2021 to Still working.

Frontline Group is a well known companies in Logistics and Freight forwarding sector. A modest 4 members team transformed in to a company with 500 plus employees,21 offices operating in 10 countries namely Kuwait, UAE, Bahrain,KSA,Oman,Qatar,Lebanon,Afghanistan & India & having networks all around the world. The team play a pivotal role in emerging Frontline Logistics Group in to a leading brand in the Middle East & GCC.

- Verification on various SOP compliance at country level.
- AR & AP review and report exception or overdue items.
- Review of Intercompany settlements and surcharge if any levied.
- Verification of Fixed Assets register and Depreciation schedule.
- GP ratio and Collection period for all locations.

### **ACHIEVEMENTS**

- ❖ Award for the Best Performer of the month because of high level productivity.
- ❖ Promoted to the position of Executive to Sr.Executive as well as Sr. Executive to Team Leader with in two year from Frontline Logistics.

### **SKILLS**

- ❖ Ability to Communicate with different stakeholders
- ❖ Continuous Process Improvement
- ❖ Internal Audit and control
- ❖ Risk Management
- ❖ Negotiation with vendor
- ❖ Cost Control

### **Technical SKILLS**

- ❖ SAP – Automobile Related
- ❖ E-Freight
- ❖ IBM-AS 400
- ❖ Commercial Inventory System (CIS)
- ❖ Tally
- ❖ Proficient in the use of MS-Office & Internet Browsing skills

### **EDUCATION**

**2017 – MBA (Banking & Finance) Bharathiar University,Coimbatore**

**2013 - B.COM (Finance) from NSS COLLEGE Nemmara Under the Calicut University**

### **LINGUISTIC SKILLS**

English (Professional Proficiency),Hindi (Elementary Proficiency),Malayalam(Bilingual Proficiency),Tamil(Fluency)

### **ADDITIONAL & PERSONAL**

Date of Birth	: 03-09-1992
Nationality	: Indian
Marital Status	: Married
Caste & Religion	: Hindu,Nair
Passport No	: L7333202
Permanent Address	: Karthika House, Kallampad, Melarcode P.O, Palakkad Dist, Kerala, India- 678703