

Name: **NANDINI UNNIKRISHNAN**  
Residence Address: **UMM SALAL MOHAMMED, DOHA - QATAR**  
Permanent Address: **CHIRUKANDATH HOUSE**  
**ANTHIKAD.P. O, THRISSUR – 680641**  
**KERALA – INDIA**  
Visa Status: **Husband Sponsorship**  
Date of Birth: **07-12-1992**  
Mobile: **+974 77012909**  
E-Mail: **nandini2233@gmail.com**

#### **CAREER OBJECTIVE**

Highly motivated and organized internal auditor looking for a fast-paced entry level position where I can contribute my experience with financial analysis and developing efficient systems.

---

#### **CAREER ABSTRACT**

Highly Skilled internal audit professional with 4 years of experience with strong understanding of all aspects of auditing and financial management. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skill.

---

#### **CORE COMPETENCIES**

Industry Knowledge, Ethical Behavior, Presentation, Problem Solving, Internal Control, Audit Planning & Execution  
Communication Skill, Time Management, Documentation, Data Analytics, Analytical Review  
Conclusions, Recommendations, Reporting, Management Action Plan,  
Results Monitoring

---

#### **PROFESSIONAL EXPERIENCE**

---

#### **Manappuram Group of Companies, Kerala – India (2018 March to 2022 May)**

Website: [manappuram.com](http://manappuram.com)

Designation: **Assistant Internal Auditor**

#### **Manappuram Health Care Ltd**

#### **Key Result Areas**

1. Monitor and confirm inventory records to ensure the accuracy of the listed information.
2. Review and analyze inventory paperwork, comparing it with actual stock or other records to discover any discrepancies.
3. Physically count items in stock, using a handheld scanner.
4. Scrutiny of each & every purchase & sale of medicines with relevant documents like purchase order & GRN
5. Verification of Bank Reconciliation Statements and control Accounts.
6. Ensuring all payments are recorded properly with relevant approval from authority.
7. Verification of vouchers & receipts with supporting documents.
8. Review overall functioning of pharmacy like expiry dates of medicines, customer complaints & working environment etc. & report to higher authorities about the deviations.
9. Responsible for submitting accurate and audited inventory reports at the end of each month to management and purchasing.
10. Physical verification of cash collection & checking with system.
11. Inspects pharmacy computer programs such as drug interaction and inventory programs, to confirm they are in working order and comply with industry standards.

## **Manappuram Constructions & Properties Ltd**

1. Verification of documents like agreement & work order of every construction work & ensure that all work is completed according to it.
2. Comparing purchase orders of materials with GRN.
3. Ensuring all payments are made with the approval of higher authorities.
4. Checking the final bill of every work & ensure that it is recorded properly.
5. Reconciliation of sundry debtors & creditors.
6. Preparing monthly reports regarding the deviation found in the above matters.
7. Prepares draft audit reports summarizing work performed to satisfy audit objectives, reviews, conclusions, and recommendations with management.
8. Obtains sufficient evidentiary data to support findings and value-added audit recommendations.
9. Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc.
10. General Evaluation of each account and reporting irregularities of accounting.
11. Preparation of presentation slides for board meeting.

## **Manappuram Asset Finance**

1. Verification of various segments of loan documents such as mortgage loan, vehicle loan & business loan & ensuring that all documents are collected from the customers as per the company policies.
2. Examining company accounts, auditing all major areas & control accounts of the company.
3. Verification of bank reconciliation statements.
4. Reconciliation of sundry debtors & creditors.
5. Aging of debit & credit balance of resigned employees.
6. Ensuring that every receiving expenses like electricity, telephone, stationery & other expenses are made under the ceiling limits.
7. Verification of newly joined employee's documents & ensuring all documents are collected.
8. Ensuring monthly ESI & PF payment are made before due dates.
9. Verification of KYC'S of gold loan customers & ensure valid documents are collected.
10. Ensure all policies & procedures are followed by the company.
11. Preparation of monthly reports and presenting audit reports to the board identifying areas requiring attention and ensuring implementation of the decisions taken.

## **ACADEMIC QUALIFICATIONS & SKILLS**

- 
- Master's degree in commerce from **Calicut University, Kerala-India - 2013 to 2015** (Aggregate percentage: **80%**)
  - Bachelor's degree in commerce from **Calicut University, Kerala-India -2010 to2013** (Aggregate percentage: **85%**)
  - Computer Skills – Excel, Word, Power point, Dot Net, Tally
  - Language Known – Malayalam, Hindi & English

---

**REFERENCE AVAILABLE ON REQUEST**

---