

RITESH BAJPAI

MANAGER SOP AUDIT

CONTACTS

- +91 8005383045, +243 979611369
- ritesh.189baj@gmail.com
- Lucknow-226012
Uttar Pradesh, India



SUMMARY

Dedicated and results-driven manager with extensive experience in 'Internal Audit, Process Optimization and Compliance Management. Proven track record of developing and implementing robust internal audit frameworks to ensure operational efficiency and regulatory compliance. Skilled in conducting comprehensive audits, identifying areas for improvement and implementing corrective actions. Adept at leading cross-functional teams, collaborating with stakeholders and fostering a culture of continuous improvement. Strong communicator with the ability to translate complex audit findings into actionable recommendations. Seeking to leverage expertise in internal audit management to drive organizational excellence and success.

PROFILE DETAIL'S:-

Jul 2023 (Present) BNB GROUP- (KINMARCHE) IN KINSHASA DRC (CONGO)	MANAGER SOP AUDIT <ul style="list-style-type: none">To assist in developing 'Annual SOP Audit Plans' and 'Audit Checklist' on the basis of 'Pre- Defined SOP's'.Performing the 'SOP Audit's' of the 'Retail Stores, Warehouse, Production House and Other Departments (Eg. Marketing, Procurement, Finance, S & D, Administration, HR).Verification of All 'Reconciliation Statements', Identify the gaps thereon and accordingly communicate to the respective stakeholders.Preparation of 'Audit Reports', as per the prescribed guidelines and follow-ups thereon.Periodic interaction with the 'Board of the Company', to discuss the audit reports.
Jul 2022 – Mar 2023 RAVAL STEEL MANUFACTURING PLC ETHIOPIA	MANAGER INTERNAL AUDIT, MIS & COMPLIANCE <ul style="list-style-type: none">Determining internal audit scope and to assist in developing annual audit plans.Performing the full audit cycle ('Pre-Audit' of all outgoing Payments and 'Post Audit' of other accounting transactions/ documents. Like: Posting of Accounts Payable Vouchers, Adjustment entries through 'Journal Vouchers' etc.)Risk management and control management (identifying and evaluating the risk by using 'Risk Control Matrix (RCM)' techniques over operations effectiveness, financial reliability and compliance with all applicable directives and regulations (i.e. to perform SOP testing, IFC, O to C, P to P procedures etc.).Obtaining, analyzing and evaluating- Accounting Documentations, Ledger Accounts Financial/ Non-Financial Reports, and Reconciliation Statements etc.To conduct physical verification of "Inventory (Raw Material/ Finished Goods)" at the month end.To identify loopholes and recommend risk aversion measures and cost savings.To prepare and present reports that reflect audit's results and document process.Conducting follow up audits to monitor management's interventions.

EDUCATION:

- 2019
DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)
ACCA – UK
- 2008
C.A. INTER (P.E.II)
Institute of Chartered Accountants of India
- 2007
M.COM
Lucknow University, India
- 2004
B.COM
JNPG College, Lucknow, India
- 2001
INTERMEDIATE
BSNV Inter College, Lucknow, India
- 1999
HIGH SCHOOL
Alambagh Inter College, Lucknow, India

CERTIFICATIONS:

- Certificate in Internal Audit (CIA) (Pursuing) from IIA- USA (Florida).
- Certificate Course in Advanced Diploma in Computer Applications (from Zed CA).
- Certificate in Information Technology Training (from ICAI).

KEY AUDITOR SKILLS:

- Internal Control
- Audit Planning
- Audit Management
- Risk Assessment
- SOP Compliance
- Reconciliation Statement
- Financial Statement Analysis
- Accounting Standards (IND- AS)
- MIS Report

Sep 2020 – Jun 2022
MESSERS ANKUR
TRADERS &
MANUFACTURERS-
(A LEADING
STEEL EQUIPMENT'S
MANUFACTURERS)

INTERNAL AUDITOR

- Conduct internal audits of financial, operational, and compliance processes to ensure adherence to company policies and procedures.
- Evaluate the effectiveness of internal controls and risk management practices.
- Review financial statements, ledgers, and accounting records to verify accuracy and completeness.
- Assess the efficiency and effectiveness of business operations and identify areas for improvement.

Jun 2012 – Mar 2020
MESSERS TAX POINT
[A RENOWNED
MULTI-
DISCIPLINARY FIRM
IN LUCKNOW]

SENIOR AUDIT & ACCOUNTS EXECUTIVE

- Lead and manage audit engagements for clients across various industries.
- Plan and execute audit procedures in accordance with applicable auditing standards and regulatory requirements.
- Review financial statements, accounting records, and internal controls to ensure accuracy and compliance with accounting principles.
- Assist clients with accounting, tax, and financial advisory services as needed.

Oct 2008 – Oct 2011
AJAY GOEL &
COMPANY
(CHARTERED
ACCOUNTANTS)

ARTICLE ASSISTANT (INTERNSHIP)

- Assist senior staff members in conducting audit engagements for clients.
- Perform substantive testing and analytical procedures on financial statements and accounting records.
- Verify the accuracy and completeness of financial data by conducting detailed testing of transactions.
- Assist in the preparation of audit working papers and documentation in accordance with auditing standards.

Mar 2008 - 2020
MESSERS AJAY GOEL
& COMPANY
(CHARTERED
ACCOUNTANTS) &
MESSERS TAX POINT

CORPORATE & OTHER AUDIT'S INSTANCES: - [INTERNAL/
EXTERNAL/ STOCK]:

- Internal Audit: Uttar Pradesh Power Corporation Ltd., Indo Gulf fertilizers Jan Seva Trust Hospital (A Unit of Aditya Birla Group), Aditya Birla Public School- (Jagdishpur District), Madhu India Export Co. Ltd., Gramin Development Society, Gorakhpur Environmental Action Group, Deep Group of Automobiles (Authorized Dealer of Ford, Mahindra, Honda, Eicher TVS), Deep Hospitality Services Pvt. Ltd., Ramesth Diamond Pvt. Ltd. etc.
- External Audit: Life Insurance Co. Ltd., Oriental general Insurance Co. Ltd., Anand motor Agencies Ltd.
- Stock Audit: Indian Herbs Co. Pvt. Ltd., Tata Motors Co. Ltd., Indo Gulf fertilizers Jan Seva Trust Hospital etc.

SOFTWARE SKILLS:

- Tally ERP
- Wings Auto ERP
- SAP (Business One)

KEY SKILLS:

- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards (GAAS)
- International Financial Reporting Standards (IFRS)
- Financial/ Non- Financial Auditing
- Regulatory Compliance

LANGUAGES:

- English
- Hindi

PREFERRED LOCATIONS:

- PAN India
- Overseas: UK, Canada, Singapore, Malaysia, Europe, GCC and African Countries.

PREFERRED DEPARTMENT:

- Audit
- SOP
- Finance

PERSONAL DETAILS:

DOB	18-11-1985
Nationality	Indian
Gender	Male
Marital Status	Married.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

RITESH BAJPAI