



Sharbhanu Bhardwaj

INTERNAL AUDITOR

Skills Summary

- Project Management
- Risk Analysis
- Budgeting and Cost Analysis
- Internal Auditing
- Compliance Testing
- Process Improvement

Educational History

Sacred Heart High School

- 1998 - 2011 School
- Result - 72 %

Fr Agnels Junior College

- 2011 - 2013 Junior College (Commerce)
- Specialisation in Secretarial Practice
- Results - 74 %

South Indian Education Society

- 2013 - 2016 Graduation (Bachelors In Financial Market's)
- Project on Private Mutual Funds (Duration - 1 Yr)
- Results - 6.5 GPA

Technical Skills

Microsoft Office Certification's
Presentation
Data Analysis
Inventory Mangement

Work Experience

Internship

Angel Broking Aug -16 To Jan - 17

- > I have worked with Angel Broking as a Sub-Broker for 6 months.
- > Main area of work was to study the Market thoroughly, and then to take a call that where to Invest & for how much amount of time to keep the investment, and to set a particular appraisal percentage and after the market price reached that particular percentage, we had to sell the Financial Instrument.
- > Used to carry out Intra-day Share Trading of our clients on a regular basis.
- > Used to manage the Portfolio of HNI's (High Net-worth Investors).

Consultant

Pricewaterhousecoopers Sep-17 To Sep-18

- > I was working with PwC as a (Specialist) Process Consultant in Internal Audit Team with the Risk Assurance Services (RAS).
- > I have worked in the Automotive Sector for 8 months. Our team were the first one who started Internal Audit in the Automotive sector at Maharashtra.



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- > My work included Risk based process review in which I had to check thoroughly the ongoing process which our clients used to follow directly from the purchase from the manufacturer, to the sale to the customer. Our main area of work include was the client shouldn't provide more discount to the customer's, the discount break up chart were provided by us which our client had to follow.
- > I had to carry out Process documentation audits in which we had to check the KYC of the customer, payments done by the customer to the retailer which is our client (If there were any cash transaction's it had to be conducted in-front of the Auditor), we had to check all the documents which is provided by the client to the customer regarding the purchase of the vehicle.
- > I used to carry out Inventory audits in which I had to check all the Accessories which are present at the show room, so that our client couldn't provide any accessories for free to the customers.
- > I used to carry out cash Audit in which I had to check that how much amount of cash our client used to have at the Dealership. Our client had to provide all the cash transaction made by them to us as the during the Audit the amount should tally. Cash Audit was carried thrice a week.
- > I used to carry out (Stock Audit) Stock Physical Verification (PV) in which I had to go to the stock yard of our client and had to thoroughly check the cars which are kept at the stock yard, a particular sheet used to be provided by my seniors before the stock audit. The sheet used to have all the Information i.e VIN, Car name, Model. It also used to show that how many cars are there at the show room and at the stock yard, and during the Audit the main content which used to help us to tally was the VIN.
- > I have worked in the Media and entertainment sector for 2 months where the work included shoot audits and process reviews.
- > I used to carry out shoot Audit's for my client in which I had to be present at the shoot location and the Audit used to be carried out during the live telecast at the shooting location, I had to keep a check that is everything going according to the process which is laid down by them before the shoot and there is no hampering in between the shoot.
- > I have worked with the TAX (Global Mobility Service Team) GMS Team ` in which I had to file Income Tax for the people who are residing outside India and having their property in India.
- > I worked with the Telecom Sector (Indus Towers) in which I had to carry out Scrap Audits in which I had to be at the scrap yard of my client and had to check the process of the reselling of scrap goods to their customers is carried out efficiently without any loophole. If there were any queries I had to escalate it to my seniors. And queries also used to had level's, in which the Third level used to be the most serious query and had to be closed on a very priority bases.

Analyst

KPMG Nov-18 To Feb-19

- > I was working at KPMG on contract of 3 month's with the Indirect Tax team (BSR & ASSOCIATES LLP), the team needed few people who could help them in the ITR (Income Tax Return Filing) of GSTR 9.
- > I used to carry out Audit process in which GSTR 9 filling were done and if there are any errors in the filling of the Tax sheet, sale's invoices provided by the Client's should be accurate there shouldn't be any change in the amount's of the transactions made in the sale's and the revenue generated by the client's also should be accurate.

Internal Auditor

3i Infotech Aug-19 To Present

- Currently working with 3i Infotech with the Internal Audit team. 3i Infotech is a software & IT based company in India and is situated in many other countries as well.
- I am currently working as a consultant at 3i Infotech with the Internal Audit team carrying out various audit process :-
- Process Review :- I used to review the process thoroughly which my firm is carrying out for vendor payments. Is the payment done on time, were they any barriers during the payment was done, to check if the payment is being done on a monthly basis, quarterly basis or Full and final payment is being done.
- Review of Financial transactions on concurrent basis :- I had to carry out audit for financial transactions of the company on a very random basis, there were no specific time given for the auditors to carry out our process.
- Review of compliance checklist for completeness and adherence of laws :- I had to check the checklist thoroughly and mark if there were any fillings which were made after the due date according to the laws. I had the check the date of every filling completed on or before due date and if any form is submitted after the due date mentioned then there used to be non-compliance case.
- Incase of deviations reasons for same, analysed and reported accordingly.

