



CA SAKET JAIN

Senior Internal Control & Finance Professional
Automotive, NBFC, Manufacturing & other industries

Planner and achiever with overseas experience in **internal control & finance** with consistent records of delivering results in risk minimization, internal control, reporting, fraud identification & analysis and reporting

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Profile Summary

- Experienced Chartered Accountant from the Institute of Chartered Accountants of India, having over 8 years of post-qualification experience in the field of finance, accounting and auditing, spanning across automotive, non-banking financial services, KPO, retail & other manufacturing industries.
- Experienced in managing and handling internal control functions in finance related to financial reporting, financial accounting, internal audit, cost control, stock management, MIS & variance analysis.
- Knowledge of VAT, IFRS & International Auditing Standards
- Skilled in executing risk-based financial, operational and compliance internal audit program, assessing compliance with operating policies and procedures, evaluating existing internal controls, and ensuring the use of sound business practices and collaborating with CFO/Directors in building recommendations and action plans based on audit findings.

Core Competencies

Operational & Financial Audits
Internal Audit, Reporting, Planning
Financial Planning & Analysis
Business Integrity & Fraud Investigation
IFRS
Financial and Operational Risk
Value added tax (VAT)
External Audit
Team & Client Management

Academic Details

- Chartered Accountant from ICAI in 2012
- M.Com. from Rajasthan University, Jaipur in 2009
- B.Com. from Rajasthan University, Jaipur in 2006

IT Skills set

- Certified in MS Office – Word, Power Point & Excel
- Computer Training as part of Chartered Accountancy Course
- Audit Related and Management System (ARMS)
- Teammate Training and Audit Tools (Software)
- Tally 9.0, ERP (Oracle/SAP), Car Pro & Focus
- Windows & Internet
- Customized Software & Audit of Large Enterprises

Extracurricular Activities

- BCICAI Cricket Tournament 2016 (Bahrain)
- CA Conferences for Developments of Current Affairs

Skill Set



Organizational Experience

Jul'18 – Till Date

Fakhro Group, Bahrain as Senior Internal Control Manager - Finance
(Budget Rent a Car & Fakhro Motors)

Role: Managing entire Internal control function for three locations i.e. Bahrain, Qatar and UAE.

Reporting: To Board of Directors

- Review of monthly MIS, annual budget & variance analysis
- Handling & monitoring accounts receivable function with regard to credit policy of the company, such as adequate follow-up on active customers, actions taken on defaulters, follow-up with legal cases, cases with collection agencies & to ensure proper credit documentation in place
- Accounts payable function with regards to payments & reconciliation of balances
- Cash Management & Petty cash control with regard to all the locations
- Handling payroll, HR, IT & Administration function
- Ensuring the company's policies, procedures & control are in place
- Reviewing Bank Reconciliation & Credit Card Reconciliation on monthly basis
- Validation of controls over revenue reconciliation with regard to GL & billing system

Jan'15 – Jun'18

Ebrahim K Kanoo, Bahrain as Internal Auditor

Key Result Areas:

- Managing the entire functions of purchases, sales, inventory, debtors & payables review & audit, supporting managers in conducting various audit assignments
- Providing support in presenting the annual audit plan and quarterly audit results to the Audit Committee and the Board of Directors
- Conducting assigned internal audits across various locations and ensuring that appropriate controls were in place
- Examining books of accounts to ensure that all numbers were accurate, regulations complied with and all payments accurately classified and recorded
- Assessing compliance with governmental and jurisdictional regulatory requirements, financial accounting and auditing standards, and company policies to ensure that company assets were safeguarded
- Working on planning the internal audit schedule

Highlights:

- Complied with regulatory requirements by completing sign-off and checklist procedures & pre-audit survey
- Maintained audit documentation in appropriate files, databases, and systems
- Assisted with the tendering of internal audit engagements, developing annual audit plans and internal audit scopes
- Successfully conducted internal audit of various division of the company such as
 - **Automotive Divisions** such as Toyota & Lexus, Motor City (Subaru, Volvo, Isuzu, Hino etc.), Kanoo Tyres (Michelin, Goodride), Kanoo Paint Center (Kansai), Kanoo Auto & Industrial Equipment, Kanoo IT, Toyota & Motor City Spare Parts, Kanoo Automotive Care (Zibart & Llummar) etc.
 - **Support functions** such as Finance & Accounts, HR & Admin, Logistics Division (Handles companies import & exports) etc.



Previous Experience

May'13 - Dec'14

Tata Business Support Services Limited, Mumbai as Assistant Manager- Internal Audit

Client: Tata Capital Ltd. (Non-Banking Financial Institution)

Highlights:

- Supported Manager & Sr. Manager and CIA in conducting various audits, planning & scope audit, audit report, pending issues Played a key role in Internal Audit of Tata Capital Financial Services, Tata Capital Housing Financial etc.
- Conducted individually **Branch audits at Pan India basis**

May'11 - May'13

Panache Outsourcing Solutions Pvt. Ltd., Jaipur as Sr. Audit & Accounts Executive

- Deputed at **Supermax Private Limited, Mumbai- MIS Audit** and worked as team leader in the team of 4 Audit Assistants.

Articleship

2007 - 2010

R Mohnot & Company (Chartered Accountants Firm), Jaipur as **Article Assistant**

Highlights:

- Tax & VAT audit of various firms, proprietorship concern and trusts
- Conducted various **warehouse/factory outlets inspection** as allotted by clients like Planet Retail holding (Pantaloon), FAB India etc.
- **Concurrent audits of Banks** such as Bank of Maharashtra, Bank of Baroda, IDBI, SBI etc.



Personal Details

Date of Birth: 14th April 1985 | **Languages Known:** Hindi & English | **Nationality:** Indian | **Marital Status:** Married | **Driving License:** GCC & India | **Visa Details:** Valid till 30th June 2020

Present Address: Manama, Bahrain | **Permanent Address:** 91/144 Patel Marg, Mansarovar, Jaipur – PIN 302020, Rajasthan, India