

PRAGATI JADHAV

INTERNAL AUDITOR

CAREER OBJECTIVE & SUMMARY

A challenging result-oriented position in the Field of Audit in an established and progressive organization that effectively utilizes my abilities and experience & offers excellent growth opportunities within the organization.

- Total 5 plus years of experience in Internal Audit, Internal Control, Inventory Management, Process Review, Operational Risk, etc.
- Superior analytical and learning skills
- Ability to facilitate problem resolution and conflicting priorities

PROFESSIONAL EXPERIENCE

- ANEJA ASSOCIATES

| Associate |

Period: 22nd Oct 2024 to the date
- ✓ Client: Covestro India Private Limited

- Conducted internal audit assignments for the manufacturing industry.
 - Engaged with clients to thoroughly understand their specific requirements and define the scope of internal audits.
 - Review the data and perform the walkthrough to understand the process and workflow
 - Executed comprehensive Fixed Assets HR and Payroll, Order to Cash, Supply Chain Management, Administration and review of field expenses, and Prepared detailed draft reports summarizing audit findings, conclusions, and recommendations.
- NEOSOFT PRIVATE LIMITED

| Internal Auditor |

Period: Sep-23 To Oct-24
- Conducted monthly Attendance Audits to ensure accurate recording and compliance with company policies.
 - Conducted monthly OTH Hiring Audits to ensure compliance with budgetary constraints and optimize cost control measures.
 - Performed Quantity Mapping and identified discrepancies.
 - Analyzed hiring processes and expenditures, identifying areas for cost reduction and process improvements.
 - Conducted thorough asset audits to verify asset existence, condition, and valuation.
 - Perform a test of control (TOC) on selected Samples
 - Support audits for new and existing client contracts, ensuring compliance with terms and policies.
 - Assist in reviewing bond and liability agreements, and maintaining accurate records.
 - Help audit operational expenses, including international calls and recruitment portal usage, to optimize costs
 - Handling employee audits, including onboarding, resignation, and Full & Final (F&F) processes.
- MODI AUTO GROUP

| Internal Auditor |

Period: Jun-22 To May-23
- Identified and reduced business and financial risks through effective control systems.
 - Developed, implemented, and maintained internal policies and procedures by management guidelines.
 - Conducted overseas risk-based audits covering operational and financial processes.
 - Performed departmental audits, including CRM, Sales, RTO, Services, etc.
 - Conducted physical stock audits to verify inventory accuracy.
 - Designed SOPs for key processes, enhancing consistency and control.
 - Presented monthly audit reports to management, providing recommendations for improvement
- Y S PRASADE CO & LLP

| Audit Assistant |

Period: Aug-19 To June-22
- ✓ Client A: Godrej Industries

Role Internal Audit Assistant (Internal controls)

- Participated in the Internal Audit Team, contributing to comprehensive audit projects.
 - Engaged in Business Process and Controls (BPC) initiatives to enhance operational performance.
 - Identified control gaps through in-depth research, developing and implementing auditing programs to address identified risks
 - Performing IFC for all the Godrej Entities and updating the results to the Audit Head
 - Updated the ICoFR checklist and operational controls checklist and uploaded the same for testing on the Quick Control/ Quick Check portal. Implemented global controls for all Godrej entities, ensuring compliance and operational efficiency.
- ✓ Client B: Indian Overseas Bank

Role - Concurrent Auditor for 1 Year

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LOCATION:
MUMBAI, MAHARASHTRA

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com)
Pass Year 2018 | 62%

CORE COMPETENCIES

- ✓ Internal Audit & Control
- ✓ Risk Assessment
- ✓ Process Improvement
- ✓ SOP Manuals
- ✓ Process Audit
- ✓ SAP

COMPUTER SKILLS & SOFTWARE

- ✓ SAP Global Certified in FI Module
- ✓ MS Excel
- ✓ Microsoft Office
- ✓ Quick Checks, Quick Control
- ✓ EDMS, GDMS
- ✓ Finacle
- ✓ Tally 9
- ✓ Oracle-JD

PERSONAL DETAILS

- ✓ Date of Birth: 6th Nov 1997
- ✓ Nationality: Indian
- ✓ Languages Known: English, Marathi, Hindi
- ✓ Preferred Location: Mumbai
- ✓ Marital Status: Single
- ✓ Gender: Female