

SHIVAM GROVER
(CMA, B.COM, M.COM-Pursuing)

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Objective

Seeking exposure in an organization of well repute which can enhance my professional and personal capabilities and be catalyst in my career growth.

Key Skills

- Excellent communication skills.
- Effective Human Management skills and leadership qualities.
- Analytical and problem solving skills.
- Admirable Inter-personal skills.
- Perseverance and team player.
- Complete and sincere dedication towards responsibilities entrusted.

Work Experience

1. Currently Working as Assistant Manager-Accounts & Audit at MGH Logistics Pvt Ltd.
(Sep'21 till present)

- Preparation of data from the ERP and filing monthly returns & payment of GST.
- Avail Input Tax Credit and monthly reconciliation of GSTR - 2A with books of account.
- Monthly reconciliation of books with GST filing.
- Verifying Payments made and following up for receivable, ensuring adequate supply of funds.
- Preparation of MIS reports on monthly and quarterly basis.
- Preparation of audit plans, audit schedules and audit program.
- Suggesting process improvements and identifying saving opportunities.
- Assist the Manager in developing of and be responsible for the execution of the Internal Audit Plan.
- Ensuring adequate compliance with tax laws for purpose of invoice and agreement creation.
- Prepare internal audit reports in line with Company standard operating procedures and within the defined time limits.

2. Senior Executive-Accounts & Audit at Cantabil Retail India Ltd.
(Dec'20 till Aug'21)

- Preparation of balance confirmation report from Vendors and reconcile with the balances of the company on quarterly basis.
- Conducting Audit of Fixed Assets and their transfer to various stores periodically.
- Reconciliation of 26 AS with books of accounts.
- Verification & filling of purchase invoices and reconcile with purchase register.
- Managing the Outsourced Audits to ensure Quality and Timely completion of the assignment; Conducting physical inventories and monitor the cycle count program

3. Audit Officer at TCI Express Ltd. (TCI Group)
(Oct'19 till Nov'20)

- Checking the controls over financial & operational area to identify the deficiencies in internal controls.

- Analyse the direct (Pickup up & delivery) & indirect expenses on periodic basis to check whether the expenses are done as per budget defined by management.
 - Conducting Audit of complex business processes and performs ad- hoc internal audits.
 - Perform field work to assess risk & control and identify audit issues, analyses root cause, impact and develop recommendations for further improvements.
 - Assisting in compiling with Generally Accepted Accounting Principles (GAAP) for financial Statements.
 - Analyse any change in service provided in order to determine what effect it has on the company profitability.
 - Contributes to team effort by accomplishing related results as required by management.
 - Communicates audit findings by preparing a final report and discussing findings with concerned stakeholders.
- 4. Internship from Sanjay Gupta & Associates (A renowned cost accounting firm in Delhi) (May'17 to Nov'17)**
- Conducted Cost Audit in Power generation and Manufacturing Companies like *NTPC, Maithon power Ltd, Lanco Infratech Ltd & C&S Electric Etc.*
 - Metering & Billing Audit as TRAI auditor in *Quadrant Tele ventures Ltd.*
 - Preparation of Cost Records.
 - Documentation of Audit as per CAS.
 - XBRL filing of Cost Audit Reports.
 - Co-ordination in Audits with team members.

Professional & Academic Credentials

Particulars	Institute	Attempt	% Secured
CMA-Final	ICMAI	Dec-2018	50
CMA-Inter	ICMAI	Dec-2016	54
CMA-Foundation	ICMAI	Dec-2015	66
B.Com	Delhi University	2018	57.19
XII	CBSE	2015	80.80

Achievements & Extra Curriculum Activities

- Served as the '**Head Boy**' of Student's Council of Shiv Modern School in the academic year 2012-13.
- Won '**On the Spot Essay Writing Competition**' organized by a NGO.
- Participated in various **Science Quiz, Exhibition & Dramatics** organized by school.
- Participated in inter-school **Eco-club activities**.
- Participated in **Science Competitive Scholarship** exam in year 2013 organized by Akash Institute.
- Got 78% marks in **School Seminar** organized by Future tree institute.
- Received **Best Student** award from school in Xth standard.
- Attended **Every Annual Function** in school and participated in every **Speech Competition, Debate Competition & Extempore**.

Personal Details

- **Father's Name:** Suresh Grover
- **Date of Birth:** 10 August 1998
- **Languages Known:** English, Hindi, and Punjabi
- **Hobbies:** Playing Cricket, Badminton & Listening Music