



**RAJESH NALLA.**M.Com,(CA Artlc) BL,

**Ph: +91-9618565383**

**Email: rajeshn9228@gmail.com**

**nrajesh@lgpi.co.in**

**FLAT No – 102 SRK RESIDENCY,  
APSEB COLONY, NEAR NAD X ROADS.**

**VISAKHAPATNAM**

**ANDHRA PRADESH**

**INDIA**

**PIN CODE : 530027**

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For your Good selves Iam expressing and sharing my experience and my qualification how it's fit/reaches for your requirement. and my diplomatic approach gives to set up your organization sustainable and my work product result on people and governess gives to you an optimum result .**This is my commitment**

If you given this challenging opportunity to me

Below MY 16*plus* YEARS OF EXPERIENCE is similarly fit for your search.

**A BRIEF CURRICULUM VITAE :**

**EXPERIENCE**

**11/2001 – 2008**

**FINANCE AND ACCOUNTS : QLF: M.com, CA (articles)**

being an **AUDIT ASSOCIATE** in a well reputed and highly esteemed in chartered accounting firm in INDIA i.e. RAO & KUMAR chartered accountants the pioneers in chartered accounts firm so far I have worked in above period I am having auditing work experience while conducting Statutory, Internal and concurrent audits also police audit, During my above tenure **I have worked more the 25 various companies' audits (Pvt. , Public Ltd. State and Central etc.)**

*While attending my audit jobs I bagged a great appreciation award. that outstanding award any qualified chartered accountant also still not awarded as same in RAO & KUMAR CHRTERED ACCOUNTANTS history and till now...*

*For ANMOL GROUP ➔ my above experience is widely useful to setup the finance group and its work sustainability*

## **EXPERIENCE**

**11/2008- 2009**

### **INTERNAL AUDIT HEAD : QLF: M.Com-Banking ,(CA Articles)**

from my career launch pad to I am stepped into one of India's prided group company Ms.NAVAYUGA ENGINEERING COMPANY and started my role Internal auditor this role had given me an ultimate job satisfaction during my successful path in navayuga group proud to say my roles and responsibilities were done dynamically and successfully on part of my duties I have worked in multiple locations throughout in India and overseas.

Apart from this it's a great opportunity to streamline the startup the KRISHNA PATNAM PORT (group company) and I am succeeded to organize the below all the departments

***PLANING/PROCUREMENT/QC/METERIALS/MECHANICAL/CIVIL/ELECTRICAL/PRODUCTION/PLANT/PROCESS/STORES/SECURITY/HR&IR/MEDICAL/***

***While the factory automation and functioning my role is ample in negotiations, rapport, execution, lobbying, liaising with Government, Statutory compliance***

***Prepare/adopting and organize the work flow chart to avoid malpractice and control master with support of concern***

***As an Internal Auditor (Appointed NE Block vigilance auditor and participated below)***

***1. KRISHNA PATNAM PORT COMPANY LIMITED***

***2. DELHI METRO and other 18 sites (in Delhi including Delhi Metro NEC. having 18 Projects)***

***3. SRIPADA SAGAR Irrigation project in Karim Nagar***

***4. U.P.NHAI it is a U.P Government Highway project situated in ALLAHABAD***

***5. TAMILNADU NHAI it is T.N Government Highway project situated in TIRICHI***

***6. BANGALORE METRO it is KARNATAKA Government Metro Rail Project situated in***

***7. KARNATAKA NHAI (NH-4) FLYOVER it is also the government of Karnataka***

***8. Government and NHAI Project situated in Neelmangala Bangalore.***

***For you → yes I strongly urge iam the deserving and my serves are given a significant role into our prestigious organization***

## **EXPERIENCE**

**11/2009– 2018**

**SENIOR MANAGER INTERNAL AUDIT: QLF: M.Com, (CA.Art)L.L.B.**

Over a change finally my passionate to work in MNC manufacturing company my experience and knowledge in the standards of their ultimate requirements and deserve the management of world's fortune twenty listed company M/s. LG Chem. pleased to selected me through their global recruitment interview conducted team.

### ***Role and Responsibilities ( HR Audit )***

***Being a part leader Internal Audit, HR & IR & in charge payroll***

**Working under ERP-SAP (FICO)**

***\_every month employee salaries processing and payment (Bank transfers)***

***\_Korean expatriates salaries, foreign remittance (form A2, 15 CA, CB) and IT calliculation etc.***

***\_retirees / resigned finals settlements***

***\_gratuity calliculation /settlements***

***\_retirees / resigned IT calliculation***

***\_monthly payroll processing (including payroll related provisions etc.)***

***\_ MIS report on payroll, funds management (for salaries etc.)\_***

***\_maintain and submitted audit schedules for both internal, statutory auditors requirement***

- \_GL accounts clearing, \_daily / monthly BRS***
- \_periodic meetings / rapport with banking officials***
- \_employees statutory payments (PF, ESI & PT etc.)***
- \_employees quarterly DA calculation & payment***
- \_employees LTA payments***
- \_employee medical insurance / reimbursement / hospitalization etc.***
- \_employees salary / wage agreement negotiations***
- \_regular negotiations in a collective manner,***
- \_ created healthy relations between management recognized unions for a smooth environment (MRM)***
- \_rapport with government officials (income tax, PF authorities)***
- \_all employees' income tax calculation (form-16)***
- \_workers bonus, officers PEP processing / payments***
- \_employees advances, loans, employees perks (SAF Etc.)***
- \_employees confidential reports processing & maintaining***
- \_ PDS preparation (from employees)***
- \_MIS report on individual employee***
- \_co-ordination and fixing workers wage agreement***
- \_employees Co-op thrift society monitoring***
- \_expatriates maintenance (accommodation, liaising works of visa staying etc.)***
- \_employees canteen***

*Apart from my audit activities my role also involved in below*

*\_CSR activity*

*\_employees Welfare work / office atomization*

*\_taking full control on unions and its activities*

*\_conducting business promotion meetings (brand image promotion etc.)*

**Role and Responsibilities ( Plant & Production Audit )**

*\_raw materials procurement procedure formation*

*\_regular vendor (raw materials) bills audit*

*\_vendor tenders and call for finaliasation*

*\_materials SOP follow up*

*\_stores audit in regular intervals*

*\_production cost MIS verification*

*\_finished stock verification on regular audit visits*

*\_RSO internal audit visits*

*\_stock ageing analysis*

*\_follow plant operations check list accordingly*

*\_procurement audit (both vendors and customers)*

*\_plant equipment and fixed assets verification and coding*

*\_plat roosters and work product auditing*

*\_ scrap sales both finished stock and equipment auditing  
\_oils and lubricants, materials utilization auditing*

*Above I stated a brief discussion only according to internal audit standards and accounting standards follow the globally accepted procedure code by implementing in norms of the present company norms my audit duties are depends*

*And my audit track record, my experience gives you to set up in built functions, controls to our organisation in a healthy work atmosphere to the management and organisation*

*In and above activities my role also involved in below*

*\_ liaising PCB office and other statutory factory licenses*

*Those above activities iam handled independently as a payroll head and part leader in HR it might be shows my experience, capabilities, talent, expertise to start-up and organize solely and handled a whole company HR & IR department .*

***For you → I would likely to convey my sincere and faithful commitment to the MANAGEMENT if you given me this challenging opportunity to me I would achieve my duties with highly compatible in favor of higher management. And proudly says I will be the major role in stimulate our company audit procedures to set up a landmark event by appointed me..***

***\*SUBMISSION OF HARD / PHYSICAL TESTIMONALS,  
EXPERIENCE CERTIFICATE. ETC.WHILE ATTENDING  
INTERVIEW.***

**PERSONAL DETAILS:**

***Name : Nalla Rajesh, DOB-20-05-1976***

***Passport : Valid till 2030***

***Driving License : LMV Validity till 2029.***

***Father's Name : Ganga Raju (Retd Gr-1 H D H.S.L)***

***Marital Status : Married***

***Languages Known : Telugu, English and Hindi***

***Sports : Shuttle Badminton, Cricket***

**Details of spouse & Children**

***Name of spouse : N Pushpalatha***

***Education : B.Tech (Mechanical) GITAM***

***Occupation : Assistant Engineer (GVMC)***

***Son : Charish Raana (studying 5th Std.,)***

***Daughter : Nimeshika (studying 2nd Std.,)***

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