

## CONTACT

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📍 Pathanamthitta, Kerala,  
India

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## SKILLS

Financial Acumen

Policy Compliance

Fraud Investigation

Document Record-Keeping

Critical Thinking

Data Analytics

Business Acumen

## LANGUAGE

English ● ● ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ●

## PASSPORT DETAILS

Passport No : M6750459  
Date Of Issue : 03-03-2015  
Date Of Expiry : 02-03-2025  
Visa Status : Visit Visa

## PERSONAL SKILLS

Problem Solving

Working on Solo or as a team member

High ability to learn

Attention to Detail

# Varun Vijay

MANAGER- ADMINISTRATION & INTERNAL AUDIT



## SUMMARY

Manager- Administration & Internal Audit with above 7 Years of Experience, Forward-thinking Professional with a great understanding of Administration & auditing procedures. Offering expertise in regulatory issue validation for small and large businesses. Familiar with managing schedules, directing teams and overseeing closing processes. Exceptional interpersonal, communication and multitasking abilities. With this said, I am looking forward to contribute to the growth of the company.

## EXPERIENCE

Manager - Administration  
Chungath Sprise Motors Pvt Ltd

July 2022 - Apr 2023

- Analyzes and organizes office operations & procedures.
- Controls all posted documents, including time record, vehicle details, commissions, additions and changes to inventory.
- Prepares purchase & work orders with respect to the organizational policies.
- Provides a timely Daily Operating Control to SMT.
- Ensure compliances with all Government Regulations.
- Control keys of office buildings and maintain log of keys issued to respective employees.
- Maintain confidential employee files and keep update on updated file of all dealership job descriptions.

Manager - Internal Audit  
Chungath Sprise Motors Pvt Ltd

May 2022 - Apr 2023

- Performed all audit as per risk management procedures of auditing firm.
- Participated in various meetings to identify risk and control findings.
- Coordinated with Directors & other Senior Management Teams and prepared reports.
- Prepared audit reports and implemented all recommendations.
- Developed audit schedule for team members and prepared annual plan.
- Designed and implemented internal audit plan on various processes.

Manager- Internal Audit  
S.S Hyundai

Dec 2021 - Apr 2022

- Review of the Audit Reports and follow up for action take n report (ATR) from the process owners and management.
- Attending the Audit closing meetings, Review Meetings, and Board Meeting with Audit Findings.
- Process Improvement Suggest/ Draft the revised processes based on the gaps/ weaknesses observed during the Audits.

Internal Auditor  
Indel Automotives Pvt Ltd

Sep 2019 - Dec 2021

- Conducting Internal Audit as per the program given from the department.
- Conducted operational and Financial analysis to ensure no revenue loss incurred to organization.
- Assurance to Internal Controls and company policies.
- Conducted Branch & Spare Parts Audit as per Schedule.

Audit Executive  
The Muthoot Group

Jul 2016 - Apr 2019

- Conducting Internal Audit as per the program given from the department.
- Assess compliance with financial regulations and controls.
- Systematically reviewed documents and assembled financial statements.
- Conducted operational and concurrent audit of Muthoot Healthcare and documented audit findings.

Administrative Executive  
Blue Sphere, Bangalore

Jun 2014 - Oct 2015

- Update office Policies & Ensure Compliance with them.
- Manage office operations and maintain internal databases.
- Ensure that all office tenancy contracts and other documents related to statutory & local authorities are properly maintained.
- Developed and carry out an efficient documentation and filing system.

## EDUCATION

Master of Business Administration  
Bangalore University

Aug 2013 - Jun 2015

Bachelor of Business Administration  
Mahatma Gandhi University

Jul 2010 - Apr 2013

## CERTIFICATION

Diploma Course in Human Resource Management

The Risk Management Certification Program(PMI-RMP)  
(PMBOK7)

Gold Auditor-Certification completed from Sonal  
Gold institute, India.

Financial Modeling with Excel completed from  
Reliance Leap Program

Certificate Examination in AML/KYC

## DECLARATION

The above given information is true to the best of my knowledge. I assure you to offer my best efforts if given a chance in your esteemed organization. Thank you for your time and courtesy in reviewing this material for your consideration.

Yours Sincerely,

Varun Vijay