

MANYA

INTERNAL AUDIT EXECUTIVE

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PROFILE

Working as a Internal Auditor and Local Costing professional in Om Logistics Supply Chain Pvt Ltd with Over 2 years of experience in internal audits, cost analysis, and financial controls. I enjoy working closely with teams to understand business processes, strengthen internal controls, ensure compliance, and improve cost accuracy while providing practical insights that support informed management decisions.

WORK EXPERIENCE

OCT 2023 - PRESENT

Om Logistics Supply Chain Pvt Ltd

Internal Audit Executive

- Supporting audit planning and execution, reviewing financial and operational processes to ensure compliance, accuracy, and effective internal controls. Works with senior auditors and teams to identify risks, improve processes, and support continuous improvement.
- Assist in planning and executing internal audits in accordance with approved audit programs.
- Test internal controls and verify compliance with company policies and regulatory requirements.

MAY 2025 - DEC 2025

Om Logistics Supply Chain Pvt Ltd

- managed and modified reports and challan ensuring accurate vendor and labour payment . local rate updation trip wise and other lhm. Proper checking local trip rate according to approved rate list and find out there is no excess payment claimed by vendor.
- Prepare and maintain product and operational cost sheets in line with company standards.
- Analyze material, labor, and overhead costs to ensure accurate cost allocation.

EDUCATION

SENIOR SECONDARY EDUCATION

- Major in Commerce
- Completed in 2023

GRADUATION

SCHOOL OF OPEN LEARNING
UNIVERSITY

- Bachelor of Commerce
- PURSUING DEGREE

SKILLS

- Time Management
- Process-Oriented Thinking
- Professional Judgment
- Clear & Concise Communication
- Continuous Improvement Mindset
- Learning Agility

KEY ROLES

- Strategic Planning.
- Financial Analysis.
- Cost Analysis
- Data Analysis & Reporting
- Audit Documentation
- Process Review & Improvement
- Audit Follow-up & Coordination

LANGUAGES

- English
- Hindi

Extended Role

- Trained and supported new team members on audit and costing processes
- Oda costing all over india rate update of Oda according to approved rate list and proper checking of km and rate
- and per km cost.
- Preparing Oda costing report.
- Coordinated with branch teams through VC and calls for audits and cost reviews

REPORTING TOOLS

- Microsoft Excel
- Google Sheet Tracker
- Microsoft Word
- Microsoft PowerPoint
- Google sheet
- MIS Reporting
- ERP Systems

DECLARATION :

I hereby declare that the details provided above are true to the best of my knowledge and belief. I assure that I will perform my duties with honesty, dedication, and professionalism.