Kavita Joshi

Internal Auditor

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PERSONAL STATEMENT

Internal auditor with 4 years of experience in risk-based audits of retail, procurement, inventory and payroll processes for a multi-state retail chain and a CA firm. CA Intermediate and CIA certified, with hands-on IFC testing, data analytics in Excel and IDEA, and clear audit reports for the audit committee.

CORE SKILLS

- Professional scepticism
- Report writing
- Root-cause analysis
- Stakeholder follow-up
- Attention to detail

WORK EXPERIENCE

Internal Audit Executive · **Narmada Retail Ventures Ltd, Indore** — Jan 2023 – Present

- Execute the annual risk-based audit plan across 85 stores and 3 warehouses in Madhya Pradesh and Chhattisgarh.
- Identified ₹1.6 crore of inventory shrinkage and billing leakages through store-level data analysis and surprise stock counts.
- Tested 140 internal financial controls for procure-to-pay, order-to-cash and payroll, with all key controls documented before the statutory audit.
- Closed 92% of audit observations within agreed timelines by running monthly follow-ups with process owners.

Audit Assistant (Internal Audit) · **Bhandari Jain & Associates, Indore** — Jun 2021 – Dec 2022

- Performed internal audits for 9 clients in pharma, agri-processing and education, covering purchase, sales and fixed assets.
- Drafted SOPs for vendor onboarding and petty cash for 2 mid-size clients after repeated control gaps.
- Prepared audit working papers and draft reports reviewed by the audit manager and partner.

EDUCATION

CA Intermediate in Both groups cleared · **The Institute of Chartered Accountants of India, Indore** — 2018 – 2020
Grade: Cleared

B.Com in Accounting · **Holkar Commerce College, Indore** — 2017 – 2020
Grade: 72%

CERTIFICATIONS

Certified Internal Auditor (CIA) · **The Institute of Internal Auditors** — Oct 2024

SKILLS

- Risk-based auditing
- Inventory audits
- IDEA
- IFC testing
- SOP drafting
- SAP MM and SD reports
- Process audits
- Excel data analytics

LANGUAGES

- English · Professional
- Hindi · Native

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