

## RESUME

### PREETHAM KIRAN RODRIGUES



#### PERSONAL DATA

📍 Dubai, UAE

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#### SKILLS & COMPETENCIES

- Internal Audit Reporting & CAPA Tracking
- Presenting Audit findings
- Communication Skills
- Analytical & Problem solving
- Inventory & Fixed asset management
- Controlled Substance (Narcotics) Auditing
- Fraud detection expertise
- Expired & Near-Expiry Drug Monitoring
- Team Training on Audit Protocols
- Budgeting and forecasting
- Rate Contract Verification
- Data analysis techniques
- Root Cause Analysis (RCA)
- Package bill setup
- Process improvement strategies
- Drug Inventory Reconciliation
- ABC & VED Analysis

#### PROFESSIONAL SUMMARY:

Results-driven Internal Auditor with a strong expertise in auditing procedures, regulatory compliance, and issue validation for both small and large organizations. Skilled in managing schedules, leading teams, and overseeing closing processes to ensure accuracy and efficiency. Proficient in GAAP, ledger updates, and comprehensive report writing. Known for exceptional interpersonal, communication, and multitasking skills, delivering thorough and reliable audit solutions.

#### EXPERIENCE:

**Internal Auditor cum Inventory Officer (Handled Pharmacy, Surgical, store, billing)**

**A.J. Hospital & Research Centre (NABH ), Mangalore**

- 02/2020 – 04/2025
- Prepared financial statements (P&L, Income & Expenditure, Budgets) and presented monthly reports to the board.
  - Assessed procurement functions to approve Purchase Orders, focusing on efficiency and compliance.
  - Implemented inventory management strategies to optimize stock levels and reduce carrying costs.
  - Negotiated rate contracts to achieve annual cost savings of approximately 1 crore.
  - Conducted regular stock check audits (daily, quarterly, annual) and implemented CAPA for discrepancies.
  - Monitored and processed near-expiry and non-moving inventory returns, ensuring compliance with company policies and minimizing financial losses.
  - Managed bill booking for purchase invoices and streamlined vendor payments.
  - Supported KPI and quality indicator tracking for continuous process improvements.
  - Audited revenue streams to prevent income leakages, applying corrective actions.
  - Maintained accurate crash cart checklists, audit logs, and replenishment records for quality assurance
  - Implemented stock tracking systems that reduced stock-out occurrences by 15%
  - Prepared and documented detailed minutes of meetings, capturing key decisions, action items, and follow-ups.
  - Collaborated with clinical, administrative, and IT teams to define package inclusions, exclusions, pricing, and cost control measures
  - Participated in cross-departmental meetings to understand business processes fully.
  - Managed inventory of medical supplies, drugs, and consumables across ward and ICU departments, ensuring optimal stock levels and minimal wastage.
  - Conducted detailed audits on billing processes to identify discrepancies and recommend corrective actions.
  - Regularly audited medication storage areas (wards, ICU, pharmacy) to identify and segregate expired or near-expiry drugs

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## TECHNICAL SKILLS

- **Software:** Tally ERP 9, Winman ERP & TDS, SAP, Power BI, Microsoft Office Suite, Agile ERP, Zoho
- **Banking Software:** Finacle, Flexcube, Wipro iLink
- Completed Diploma in Computer Applications with Tally 9 (IICT)

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## CERTIFICATIONS

- **Master of Commerce**  
Karnataka State Open University Mysore -2016
- **Management Development programme**  
Organized by AJ Hospital & Research centre

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## ACCOMPLISHMENTS

In my leadership successfully completed the Project on Improvement on Pharmacy Prescription by generating the additional revenue of Rs. 5 lac on monthly basis.

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## PERSONAL INFORMATION

Date of Birth : 10-04-1992

Gender : Male

Nationality : Indian

Marital Status : Single

- Maintained strict inventory control of Schedule H and narcotic drugs in compliance with NDPS Act and institutional protocols.
- Implemented ABC and VED analysis to classify and control over 5,000 inventory items for wards, ICU, and pharmacy.

### **Accountant**

#### **Evergreen Garments & Exports Co., Mangalore**

- 05/2018-02/2020
- Managed daily bookkeeping and ensured compliance with accounting standards.
  - Performed bank reconciliations to verify the accuracy of financial transactions and account balances.
  - Maintained petty cash records, ensuring proper documentation and control of cash expenses.
  - Managed accounts payable and receivable, ensuring timely settlement of invoices and maximising cash flow.
  - Assisted with internal and external audits, GST filing, and financial reporting.
  - Prepare and analyze financial statements to ensure accuracy and compliance with regulations.
  - Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.

### **Audit Associate**

#### **Krishnamohan S & Co Chartered Accountants Firm**

- 11/2014-03/2018
- Prepared Financial Statements viz. Audit reports, Profit & Loss account, Balance Sheet, Income & Expenditure, Receipt & Payment account, etc.
  - Prepared Income Tax Returns and handled various Tax Audit Files. Tax computation viz. Income Tax, Sales Tax (VAT), Service Tax, TDS & GST monthly Returns.
  - Verified ledger books with voucher, Reviewed and assisted with monthly bank reconciliations.
  - Prepared and Maintained Books of Accounts of the clients.
  - Managed various audits including concurrent, statutory, revenue, credit, stock, and KYC for nationalized and private banks.
  - Participated in stock and fixed audits for multiple organizations.

## EDUCATIONAL & PROFESSIONAL QUALIFICATION:

### **MBA – Finance**

#### **SDM PG center for Mgt. studies and research**

Mangalore University - 2014

### **BBM – Finance & Taxation**

#### **Pompei College**

Mangalore University - 2012

## PROJECTS

- **Internship:** "Overall Study of Mandovi Motors Pvt Ltd", Mangalore – 2013
- **Final Project:** "Financial Performance Analysis of Mangalore Refinery and Petrochemicals Limited" – 2014