

RESUME

Name: Sachin Baboo

Career Objective:

To grow with a stable and profitable organization, where I can be a member of a team and utilize my previous experiences to the fullest.

Personal Details:

Father's Name: Mr. Narendra Singh Dhakare
Gender: Male
Marital Status: Married
Date of Birth: 02/10/1989
Language Proficiency: English, Hindi
Address: Village- Marsena, Post-Marsena, Tundla Distt. Firozabad, U.P.283204
Mail ID: sachinbaboodhakre@gmail.com
Mob. No: +919927549559

Postgraduate: MBA in Finance & Marketing

S. No.	Qualification	Uni./Board	Year
1	MBA	GLA University, Mathura	2013-15
2	BBA	DBRAU Agra	2010-13
3	Intermediate	U.P. Board	2009
4	10 th	U.P. Board	2006

Skills:

- ☐ Interpersonal Relationship Management
- ☐ Optimism and Positive Attitude
- ☐ Team management skills with ability to Motivate, Direct, Lead and Coach colleagues.
- ☐ Strong analytical skills with ability to identify issues and suggest solutions.
- ☐ Willingness to Learn
- ☐ Creative Thinking
- ☐ Ability to Handle the team & good team player.

Work Experience

Working as an Internal Auditor at Madhukar Rainbow Children's Hospital since Feb 2020 to till date

Roles and Responsibilities:

- ☐ Preparing monthly audit plan
- ☐ Admission consumption verification
- ☐ Blood components Issue verification
- ☐ Case Sheet verification

- ☐ Petty Cash voucher verification
- ☐ Credit Patient- Refund verification
- ☐ Diagnostic Discounts Verification
- ☐ Cancellations, rebilled and refund verification
- ☐ Monthly physical stock verification- Department stock, Nursing station stock verification and Departmental consumption report
- ☐ Cash physical verification- OPD, IPD and Pharmacy
- ☐ Vehicle log books verification
- ☐ F&B Department bill payment verification and Sales verification
- ☐ Nursing staff mess bill verification
- ☐ General store bill and Pharmacy bill verification(Rates)
- ☐ Linen physical verification
- ☐ Lab- Credit letter with outside test register verification and Outsourcing bills verification
- ☐ Occupancy and Bedside chargeability verification
- ☐ OT Chargeability verification
- ☐ Swipe verification- contract labor
- ☐ Physical stock verification- Ward drugs, expiry and hidden medicine
- ☐ Purchase analysis- Vendor wise Trend analysis
- ☐ Monitoring of scrap Sales- Housekeeping, I.T., Bio-Medical, Engineering, General store, Pharmacy and MRD.
- ☐ Doctor fee re-checking- Primary consultants IP
- ☐ Cash and credit card reconciliations rechecking
- ☐ Doctors Payout verification and Shared care payout verification
- ☐ Travel Claim Verification and Promotional event expenses verification
- ☐ Surprise attendance verification of Contract manpower
- ☐ Manpower bill verification.
- ☐ TPA receivable checking
- ☐ Gate pass Returnable and non-returnable gate pass verification
- ☐ Advertising and branding bill verification as per policy
- ☐ Covid-19 verification and consumption verification
- ☐ Covid-19 vaccine stock verification
- ☐ To prepare monthly audit report and report to higher authority

Worked as an Internal Auditor at Muthoot Microfin Ltd since Nov 2018 to Feb 2020

Key Responsibilities Handled:

- ☐ Plan and executed operational audits of various business areas.
- ☐ Collect financial data and evaluate performance.
- ☐ Verify Infrastructure, Stamp & Stationary stock.
- ☐ Visit centers for field verification .
- ☐ Examine wide range of documentation.
- ☐ Completed regulatory, pre-implementation and risk based audits to achieve business objectives.
- ☐ Report writing.
- ☐ Escalate critical issues to Supervisor.

Worked as Branch Manager at Saija Financial services pvt. Ltd since Jan 2018 to june 2018

- ☐ Ensuring error free underwriting of loan customers in line with approved policies.
- ☐ Meeting with staff, evaluating them, transparently advising intricate details of our products.
- ☐ Responsible for file completion and data entry into the system.
- ☐ Maintain quality Overall portfolio of the branch
- ☐ Visiting center for loan utilization check.
- ☐ Visit to customer for monitoring.
- ☐ Ensuring 100% daily collection of branch

Achievements and Awards:

Best IA (Muthoot Microfin Ltd.) in Zone North 1 for the Month' May, June & July19 Award continuously for 3 months

Project

- 📄 Name of Company : Idea Cellular Ltd., Firozabad
- 📄 Project Title : Sales Promotion Among Retailers
- 📄 Location : Firozabad U.P.

Second Project

- 📄 Name of the Company : N/A
- 📄 Project title : A Study of comparison between Private and Govt. Banks
- 📄 Location : Mathura.

Extra-Curricular Activities:

- 📄 Like to play badminton.
- 📄 Like to Play Cricket

Declaration:-

I hereby, declare that above furnished information are true to the best of my knowledge.

(Sachin Baboo)