




SAKSHI MAHESHWARI

(AUSTRALIAN PERMANENT RESIDENT)

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 043-507-6016

 Melbourne, VIC 3030

PROFESSIONAL SUMMARY

Analytical, result-oriented CA & CPA with more than 9 years of experience & having a professional background in the Accounting, Audit & Advisory, Risk and Compliance, Financial Management. Proficient in analyzing data, cost control, auditing and preparing financial reports. Self-motivated and hardworking along with an in-depth understanding of auditing, accounting practices, risk mitigation and compliance regulation. A technical connector, collaborator and communicator with a strong bias towards user empathy and constantly drive towards understanding problems before identifying solutions.

SKILLS

- Auditing & Tax Compliance
- BAS Statement/GST Calculation
- Financial Management
- Budgeting & Forecasting
- Procurement & Contract Management
- Internal Controls
- Risk Management & Assessment
- Process Improvement
- Leadership & Team Management
- Communication & Stakeholder Engagement
- Business Transformation Advisory

EDUCATION

CPA Australia

Melbourne, VIC 12/2022 - 06/2023

Chartered Accountant - ICAI

Cleared in first attempt 2008-2011

Bachelor of Commerce 2008-2011

Received 100% Scholarship

PROFESSIONAL MEMBERSHIPS

- CPA Australia
- Institute of Chartered Accountants of India

WORK HISTORY

NCS CONSULTANCY SERVICES

Australia

Sep 2023 – Present

Job Title: Accounts & Audit Manager

- Responsible for preparing accurate financial statements, including income statements, balance sheets, and cash flow statements, in compliance with Australian Accounting Standards. To ensure that financial information is presented in a clear and transparent manner.
- Responsible for preparing & reviewing individuals, company, trust returns, Business Activity Statements (BAS), calculation of the GST liability in compliance with Australian taxation laws.
- Providing insights and recommendations to client for assessing financial performance, identifying trends, and making suggestions for improvement.
- Collaborated with clients to identify tax saving opportunities and providing strategic advice.
- Worked on Xero, Myob and other accounting & taxation software.
- Developing an Internal Audit plan, ensuring effective risk mitigation, build and maintain relationships with key stakeholders and addressing their concerns, preparing comprehensive reports to Senior Management, periodic review of IA plan & strategy, keeping up to date with professional and technical developments, compliance with policies, foster a culture of collaboration and empowerment.

INDIAN INSTITUTE OF MANAGEMENT

02/2017 - 01/2023

Job Title: Chartered Accountant, Compliance

- Responsible for drafting and reviewing a range of agreements, contracts, and memoranda of understanding that the institute can proceed with suppliers, contractors, and other service providers.
- Formulating and evaluating operational budgets for the Institute's departments and different projects. Overseeing, training, and mentoring employees on internal procedures that must be followed in accordance with GFR policies.
- Achieving compliance with the Institute's policy on the procurement of goods and services as well as the General

Financial Rules (GFR) of the Government of India.

- Directing and controlling regulatory compliance procedures within the Institute; conducting/managing the Procurement Committee Meetings with regard to complicated procurements of goods and services.
- Assessing financial risks and suggesting preventive measures and liaising with legal heads/compliance team, CAG auditors and vendors.
- Ensuring complete compliance with the state authorities, offering expert advice related to projects, research, donor, consultancy agreements.
- Investigating and rectifying any financial discrepancies, liaising with internal and external auditors and preparing budgets and strategies.
- Informing all interested parties of contract-related information, examining the contract terms and provisions with legal department administrators and compliance personnel.

PWC

10/2015 - 10/2016

Job Title: Associate, International Assignment Services

- Creating a Certificate of Coverage for an International Worker (IW) granted by his home social security authorities in accordance with the Income Tax Act.
- Done the evaluation of individuals' income computation in accordance with Income Tax Act Provisions, including advice on secondment/ employee contracts while ensuring compliance.
- Accountable for creating a Form 30C in accordance with the Income Tax Act.
- Analyzed the client's records and data that were provided, then construct their income tax returns. Submitted tax return to the department.
- Communicated with the tax authorities about the situations that are being looked into.

Job Title: Accounts Manager

RAINBOW PAPERS LIMITED

11/2013 - 09/2015

- Managed the accounting staff who are responsible for financial reporting, billing, collections, payroll, and budget preparation.
- Recruited and hired accounting and financial staff and conducts performance evaluations and coordinated training programs for new staff and identifies training needs for current staff.
- Developed schedules for accruals and prepayments; evaluated accounting systems and practices and recommended changes.
- Reviewed accounting records and created financial reports and statements. Written journal entries for intercompany accounts and post them.
- Conducted internal audits, identify potential issues, wasteful spending, and provide thorough recommendations to management.
- Maintained of the Fixed Asset Register and depreciation calculations, verified and calculated Term Loan Interest.

KPMG

04/2012 - 07/2013

Job Title: Executive - Governance Risk & Compliance Services

- Internal & Statutory Audit- Conducted internal/statutory audit meetings, assessed internal control mechanisms to uncover flaws, and implemented the given recommendations into practice.
- Conducted comprehensive audits of financial statements, internal controls, and risk assessments.
- Identified and addressed areas of non-compliance, resulting in enhanced financial integrity.
- Collaborated with cross-functional teams to implement process improvements, leading to increased efficiency and accuracy.
- Provided suggestions or recommendations on the process/operation audit's shortcomings, if any, in order to improve the management practices.
- Processes Covered- Maintained and developed Human Resources, Sales, Revenue Assurance and Billing/Collection, Inventory Management.