

# SAKSHI MAHESHWARI

(AUSTRALIAN PERMANENT RESIDENT)

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📍 Melbourne, VIC 3030

## PROFESSIONAL SUMMARY

Dynamic Internal Audit and Risk Management professional with a proven ability to plan, execute, and enhance audit processes. Expertise in developing and maintaining robust Enterprise Risk Management (ERM) frameworks, conducting assessments, and implementing effective risk mitigation plans. Adept at ensuring compliance with regulations and optimizing company-wide policies and procedures. Seeking a challenging role to apply extensive experience in internal audit, risk management, and advisory services. 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

- Internal Audit
- Risk Management
- SOP Development & Management
- Corporate Governance Oversight
- Compliance & Contract Management
- Business Transformation Advisory
- Strategy Planning
- Strong Communication, Problem Solving and Interpersonal Skills
- Finalization of Accounts
- Tax Compliances
- Financial Accounting
- Data Analytics

## 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

## HOBBIES

- Travelling
- Reading

## WORK HISTORY

### NCS CONSULTANCY SERVICES

Australia

Sep 2023 – Present

Job Title: Internal Audit Manager

- Collaborated with the Head of Internal Audit to formulate and determine the internal audit scope, developing comprehensive annual plans encompassing meticulous planning, seamless execution, and insightful reporting.
- Lead the planning and co-ordination of audit engagements, ensuring thorough coverage and accurate reporting.
- Independently managed and executed internal audits within the assigned area, ensuring alignment with organizational goals.
- Conducted comprehensive audits of business functions, processes, and controls, identifying areas for improvement.
- Assessed compliance with laws, regulations, and company policies.
- Evaluate company controls, identifying potential risks and determining effective testing strategies to assess design and effectiveness.
- Plan and co-ordinate interviews with stakeholders, fostering open communication to discuss control processes.
- Conducted thorough assessments of financial processes, identifying control weaknesses and implementing robust solutions.
- Collaborated with cross-functional teams to document, test, and enhance internal controls.
- Prepared clear and concise audit reports, communicating findings and recommendations to senior management and the Board Audit Committee.
- Monitored and tracked the implementation of audit recommendations, ensuring effective issue resolution.
- Assisted in reviewing and improving company-wide policies, procedures, and management practices.

### INDIAN INSTITUTE OF MANAGEMENT

02/2017 - 01/2023

Job Title: Chartered Accountant, Compliance Officer

- Identify loopholes and recommend proactive risk aversion measures and cost-saving initiatives.
- Maintain open communication with management and the audit committee, ensuring transparency throughout the audit process.
- Collaborate with other departments to ensure effective coordination and communication of audit responsibilities.
- Presented quarterly reports on the audit findings to the executive board.
- Developed and implemented standardized operating procedures across departments.

- Conducted regular reviews and updates to SOPs, ensuring alignment with industry best practices.
- Trained staff on SOPs, improving operational efficiency and reducing errors.
- 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.
- 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.

**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 - Risk Management Specialist**

- Collaborated with the Head of Internal Audit and senior management to develop, implement, and maintain the company's ERM framework.
- Conducted regular risk assessments, identifying and evaluating potential risks facing the company.
- Developed and implemented effective risk mitigation plans aligned with the ERM strategy and internal controls framework.
- Maintained an updated risk register and ensured consistent communication of risks to relevant stakeholders.
- Analyzed emerging risks and trends, adapting the ERM framework and internal audit plans proactively.

- Remain updated on internal audit, ERM best practices, and emerging trends.
- Participated in the development and implementation of internal controls and policies, contributing to risk mitigation.
- Acted as a trusted advisor to management on Internal Audit, ERM, and other advisory works.