

CA Shivam Shukla

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PROFILE

- Chartered Accountant with expertise in audits, compliance, financial reporting, and risk management, adept at enhancing efficiency and ensuring regulatory compliance. Eager to leverage analytical and leadership skills in a dynamic role.

KEY SKILLS

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| • Statutory and Internal Audits | • Tax Audit and Compliance | • Financial Modeling and Analysis |
| • Internal Financial Controls (IFC) Testing | • GST Audits and Compliance | • Financial Statements review and Compliance |
| • Risk Assessment and Mitigation | • Advanced Excel | • Income Tax computations and Filings |

PROFESSIONAL EXPERIENCE

Audit Assistant | **Mehra & Sistani, Chartered Accountants, Delhi** | *May 2022 – Present*

- Led audit teams on **Statutory Audits**, drafting and finalizing reports in compliance with **CARO 2020** standards.
- Reviewed and verified critical **Financial Statement** items like revenue, purchases, inventory, GST, fixed assets, payroll, accounts receivables, payables, borrowings, contingent liabilities, and loans to ensure regulatory accuracy and compliance.
- Led **Internal Audits** of key business processes, including **Procure to Pay, Hire to Retire, Order to Cash, and PPE**. Conducted walkthroughs, **evaluated controls, identified gaps, recommended improvements**, and prepared audit reports with follow-up.
- Reviewed compliance with **IFC frameworks**, identified material weaknesses, and proposed actionable recommendations.
- Conducted revenue audits, including **aging analysis** and **three-way matching**, ensuring compliance with financial regulations.
- Prepared **Tax Audit** Forms **3CA, 3CB, 3CD, 10B, 10BB** and reviewed **MCA** statutory compliance, including **Secretarial records**.
- Led independent **GST Audits** (GSTR-9C), identifying discrepancies and guiding clients on compliance adherence.
- Conducted **Stock Audits, reconciling** inventory records and resolving discrepancies through management consultation.
- Delivered **industry-specific audits** (e.g., manufacturing, services, education, healthcare, SEZ, charitable societies, and government projects). Prepared comprehensive **reports** and **certifications** to ensure regulatory compliance.

Audit Assistant | **Mehrotra & Mehrotra, Chartered Accountants, Delhi** | *September 2021 – May 2022*

- Evaluated **Financial Controls** and processes in Healthcare Industry, authored reports providing insights into financial and operational **Risks**, and offered strategic **Recommendations** to management.
- Conducted financial analysis, prepared budgets, performed **variance analysis**, and generated **MIS** reports, providing insights on trends, discrepancies, and performance optimization for strategic decision-making.
- Managed the **Conversion** of **AS** financial statements to **Ind AS** for **IPO** compliance.

Article Assistant | **S.P. Nagrath & Co. LLP, Chartered Accountants, Delhi** | *March 2018 – March 2021*

- Supervised **Statutory Audit** assignments, including the **Consolidation of Financial Statements**.
- Performed **testing of key processes** such as Billing, IT, HR, and Site Acquisition using the **Risk Control Matrix** to assess control effectiveness. Finalized audit observations with clients, addressing significant risks and **Control Deficiencies**.
- Led GST compliance processes, including monthly filings, **GSTR-9** filing, and independent **GST audits** (GSTR-9C).
- Managed **Fixed Asset Register** reviews and implemented automated asset tagging.
- Was an integral part of the Branch-Level Statutory Audit of the **Bank**.
- Prepared** financial statements in compliance with Accounting Standards (**AS**), and **Schedule III** of the Companies Act 2013.

EDUCATION

- CA | Institute of Chartered Accountants of India (ICAI) | 2024
- B. Com (Hons.) | University of Delhi | 54% | 2018
- XII | CBSE 85.5% | 2015
- X | CBSE CGPA 9.0 | 2013

CERTIFICATIONS AND TECHNICAL SKILLS

Certifications

- Advanced Information Technology Training (ICAI)

Technical Skills

- Accounting Software: Microsoft Dynamics, Tally Prime, Finacle, Sensys FAR
- MS Office: Excel, Word, PowerPoint
- Tax and Audit Tools: Income Tax Utilities, Compu Office (TAX, GST, BAL)