

Smita Maheshwari

CHARTERED ACCOUNTANT

Chartered Accountant with over **8 years** of post-qualification experience with proven track record in **financial planning, indirect taxation, audits, finance and accounts**. Currently spearheading the chief financial officer position from diverse industry.

Key Accomplishment in my professional journey:

- Successfully led a **team of 15+ professionals**, ranging from entry-level to senior, fostering a high-performance culture.
- Recognised as an expert, providing invaluable insights for **financial planning, reporting and compliance**.
- Demonstrated expertise in **implementing ERP software and GST**.
- **50% automation** of manual accounting tasks through **technology and analytical tools**.
- Cost reduction and optimization of operational efficiency by decision making.

EXPERIENCE

CHEIF FINANCIAL OFFICIER

Maheshwari S & Co. | Jan 24 - Present

- Preparation of Financial forecasts, cost controls and variance analysis.
- Align financial goals with business objectives.
- Ensure regulatory compliance and mitigating financial risks.
- Automation and Digital finance using technology for faster decision making.
- Ability to handle cash flow crunches or market uncertainties.

CONTACT

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SOFTWARE

- Advance Excel and BI Power
- ERP Software [Zoho, Xero and Wave]
- SAP Fico
- Tally ERP 9 AND Prime
- MS Office
- R Language

SKILLS

- Problem Solving
- Leadership and Team Development
- Financial Modelling and Planning
- Budgeting and Forecasting
- Data Manipulation and Analysis
- Data Visualization

EDUCATION

Chartered Accountant, ICAI

First Attempt, 2nd Topper

Agra | Jun-13 to Jun, 2017

- CA Final: 59.25%
- CA Inter: 55%
- CPT: 86.5%

MANAGER- INDIRECT TAXATION

Maheshwari S & Co. | Jan 22 -Dec 23

- Ensure timely and accurate filing of returns [GSTR-1, GSTR 3B, GSTR 9 and GSTR 9C]
- Reconciliation of GST 2A/2B mismatch with ITC registers and follow up with vendors.
- Representation of tax hearings and appeals.
- Handling GST Audit by Government Department.
- Ensuring compliance with GST regulatory provisions.
- Liaison with GST Department, Statutory Auditors and other authorities.
- Researched and analyzed tax developments and applications to specific business situations.

STATUTORY AUDITOR

Maheshwari S & Co. | Apr 21 – Dec 21

- To carry out substantive testing of appliances in accordance with the audit plan formulated & appropriately document all work performed.
- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- Audit Reports clearly highlighting key audit recommendations to management
- Followed established auditing processes to meet internal and regulatory requirements.
- Collaborated with manager to comply with governing bodies and limit regulatory risks.
- Review and analyze financial statements to ensure accuracy and completeness and compliance with Schedule III and accounting standards.

CONSULTANT- FINANCIAL STATEMENT

Maheshwari S & Co. | July 20 - Mar 21

- Assist in preparation of financial statements as per standards and schedule.
- Check compliance with regulatory framework.
- Liaison with statutory auditors and team.

INTERNAL AUDITOR

Maheshwari S & Co. | May 19 – Jun 20

- Understanding business and process of the client and prepare processes flow chart.
- Relevant regulatory provision applicable to client and its compliance.
- Formulate audit plan and audit checks to review internal financial control and financial system.
- Vertical and horizontal analysis of processes across all department of client.
- Check policies on access and vulnerabilities or incidence of unauthorized access.
- Verification of assets and inventories.
- Post audit documentation.

FINANCE CONTROLLER

Maheshwari S & Co. | Feb 18 – Apr 19

- Formulate, implement and monitor accounting policies and procedures
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Managing all finance and accounting operations.
- Coordinating and directing the preparation of the budget and financial forecasts and report variances.

FINANCE AND ACCOUNT MANAGER

Maheshwari S & Co. | Nov 17 - Jan 18

- Process payroll and TA/DA reimbursement
- Timely and qualitative preparation and submission of financial reports to the management.
- Compile, review and analyze monthly, quarterly and full year forecasts in a timely manner.
- Manage the cash flows of the company by constant monitoring of inventory, accounts receivables and payables.
- Continuous improvements in the existing systems of financial procedures through reviewing the current procedures regularly.
- Coordinating with internal and external auditors, bankers, tax agents etc.

ARTICLE ASSISTANT

SKM & Co. | Jul 14 – Oct 17