

# MISBA ELAHI

Chartered Accountant

 +91-7045633384

 misbafarman@gmail.com

 [www.linkedin.com/in/misba-elahi-36387a15a](https://www.linkedin.com/in/misba-elahi-36387a15a)

## A B O U T M E

Chartered Accountant with extensive experience in Financial Planning & Analysis, taxation, and audit functions. Proven track record of supporting strategic business decisions through detailed budgeting, financial analysis, and reporting. Adept at handling multiple tasks within tight deadlines while delivering high-quality outputs. Known for effectively communicating complex financial data to senior stakeholders to aid in informed decision-making.

## W O R K E X P E R I E N C E

### **ICICI Lombard GIC LTD. Mumbai**

Senior manager- FP&A Team (Oct'23 - May'25)

- ◆ Flash/Segment Industry numbers with analysis on growth and market share to management.
- ◆ Preparations of **Industry analysis for CFO/MD review** on various matters as directed by seniors.
- ◆ Oversee Motor TP Obligation compliance on monthly basis.
- ◆ Preparing **P&L on various lines such as vertical wise, product wise** etc. Checking variations from previous period focus on loss ratio,COR,etc.
- ◆ Performing **competitor bench-marking** and giving insights to top management on various developments across the industry.
- ◆ Assisting in Power BI development of the finance functions..
- ◆ Part of **IFRS implementation team**, analyse impact of transition on P&L.
- ◆ Assisting in **preparing financial presentations** for top management meeting (Board Meeting, ACM, Parent company CFO meeting etc).

### **ESHITA RUBBER PVT LTD. Mumbai**

Accounts Executive- Financial closing Team (Feb'21 - May'22)

- ◆ Preparing and filling of monthly **TDS & GST returns**.
- ◆ Coordinating with auditors on any audit finding related to accounts, collaborating with statutory auditors to ensure successful **audit closure and compliance**.
- ◆ Carrying out month end closing activity including checking the correctness of the entries. Special assignments as required - Account reconciliation & analysis.
- ◆ Preparing & ensuring reply to show cause notice from GST authorities.
- ◆ Generating MIS reports to provide feedback to top management on financial performance and assist in decision-making process.
- ◆ Preparing **Stock statement** and other require statements for tracking Drawing power and submission to Financial institution.

# ARTICLESHIP EXPERIENCE

## AUDIT & ACCOUNTS ASSISTANT

M/s LLB & Co.,Chartered Accountants, Mumbai  
(Aug'17 - Jan'21)

### Taxation

- ◆ Contributed in the preparation and filing of **Income Tax & GST** computation of Individual, Firms and Companies.
- ◆ Conducted **Tax Audits** of various companies.
- ◆ Preparing details for tax assessment & Handling Income Tax scrutiny.
- ◆ Follow up with the department for income tax refunds and clearance of incorrect o/s demand.
- ◆ Handling compliance and advisory related work of various clients.
- ◆ GSTR 2A reconciliation & Follow up with department for Refunds.

### Accounts & Audit

- ◆ Conducted Statutory (External) Audit of Corporate Entities - Manufacturing, Service and Trading.
- ◆ Prepared & presented financial statements as per existing reporting framework & guidelines.
- ◆ Conducted **Due Diligence** for India Bulls and its Subsidiaries.
- ◆ Prepared & presented provisional balance sheet and MIS reports time to time as per requirement.

### SKILLS

- ◆ Completed 100 hours Advance Excel Training by ICAI Accounting
- ◆ Packages like Tally, Spectrum & other customized software
- ◆ MS Office (Excel, Word, PowerPoint) and Outlook
- ◆ Winman and other Return Preparation Utilities
- ◆ Power BI dashboards

---

### EDUCATION

- DIPLOMA IN IFR  
ACCA 2025
- CHARTERED ACCOUNTANT  
ICAI 2023
- BACHELOR IN COMMERCE  
Mumbai University 2017

### Personal Information

- Date of Birth: 20th Jan 1997
- Location: Mira Road,Thane
- Marital status: Unmarried