

SHWETA LUTHRA

CHARTERED ACCOUNTANT



CONTACT

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SKILLS

- ❖ Working knowledge of **ERP Software** like Tally Prime, SAP, Busy, Clear Tax, SAG Genius and familiarity with QuickBooks.
- ❖ Proficient with **Microsoft Office** (Excel, Power point, Word).
- ❖ Ability to **thrive in fast-paced and dynamic environments**, adaptable to rapidly evolving market conditions
- ❖ Ability to work effectively in a team as well as individually.

EXTRA CO-CURRICULAR ACTIVITIES

- ❖ Awarded as Miss NKC (2024) in a competition organized by N Kumar Chhabra & Co. (an associate firm of Anu and Associates)
- ❖ Goldman Sachs Controllers Job Simulation on Forage – July 2025
- ❖ Organized Annual Functions and various events in school.
- ❖ Achieved second place in the school-level debate competition.

REFERENCES

- ❖ **CA. Ashish Chhabra**
(Senior Partner, N. Kumar Chhabra & Co)
ca.ashish@nkumarca.com
- ❖ **CA. Parveen Kumar**
(Senior Partner, Anu & Associates)
ca.parveen@nkumarca.com

PROFESSIONAL QUALIFICATIONS

Qualification	Institute/Organization	Percentage	Year
CA Final Group I	ICAI	50	May 2025
CA Final Group II	ICAI	50	Nov 2024
CA Intermediate Group II	ICAI	56	Nov 2022
CA Intermediate Group I	ICAI	70	Dec 2021
CA Foundation	ICAI	70	Nov 2020
B. Com.	Chaudary Charan Singh University	60	2023
Class XII (Commerce)	ISC	95	2020
Class X	ICSE	91	2018

WORK EXPERIENCE

Article Assistant at N. Kumar Chhabra & Co. (Registered with Anu and Associates)
(Leading CA firm with 45+ years of practice servicing 100+ clients) (Apr2022-Apr2025)

Job Description

Audit and Accounts

- Conducted **statutory and internal audit** of corporate and non-corporate entities (including site visit) having **annual turnover of more than ₹ 100 crores** in profuse sectors *like*, Paper Manufacturing, Transportation, Pharmaceutical, Real Estate and Fast-moving consumable goods and developed **Standard Operating Procedures (SOP)**, gaining expertise in Accounting Standards (AS), Indian Accounting Standards (Ind AS), and the compliance of the relevant provision of the Companies Act, 2013.
- Assisted and lead the team in preparing & filing **tax audit** and conducting **quarterly limited review** and **statutory audit** for a Listed Entity having annual turnover of more than ₹ 1,900 Crores.
- Preparation of **Audit Program** and execution of the same, determination of **Audit Materiality**, analysis of **internal control system** and conducting **Analytical Procedures**.
- **Examination & Verification** of Books of Accounts of clients. Interaction and discussion with Those Charged with Governance and Management.
- Prepared and finalized **financial statements** and **independent auditor's reports**, ensuring compliance with legal provisions, AS, Ind AS, Guidance notes/ educational material issued by the ICAI and other legal pronouncements.
- Performed key audit procedures including **walkthroughs, control testing, vouching of high-risk areas**, and **review** of statutory dues like GST, TDS, PF, and ESI with proper audit documentation.
- Prepared audit reports, identified **internal control gaps**, and managed client coordination to ensure smooth audit closure.
- **Spearheaded** a team of 5 members in conducting internal audits of renowned clients including site visits, ensuring compliance with GAAP.

Taxation (Direct and Indirect)

- Prepared and filing of **Income tax returns** of corporate, non-corporate entities and individuals.
- Prepared and filed **GST returns** for various entities, ensuring timely and accurate submissions. Assisted in **GST annual returns** (GSTR 9 and GSTR 9C) of corporate and non-corporate clients.
- Analysis of financial statements for the purpose of calculating **tax provision** at year end and advance tax.
- Prepared and reviewed **Tax Audit Reports** for both corporate and non-corporate entities;
- Provided consultancy regarding **TDS compliances** to clients;
- Preparation and filing of various **statutory returns viz.** GST (along with ITC Computation), TDS/TCS, for clients including Pharma, Real Estate, Automobile, and IT Industry, **statutory forms** like Form 15CA/15CB, MSME 1 etc.;
- Managed **GST compliance** activities including filing ITC-04, reconciling E-Way Bills with GSTR-1, preparing GSTR-2B vs GSTR-1 reconciliation statements (monthly and annual), and **drafting legal documents** such as replies to show-cause notices, tax demands, and appeals to tax authorities.

Other Works

- Immense experience in conducting **Physical Verification** and **Stock Audits** assignments.
- Prepared various **certifications, opinions and practitioner's report** including net worth.
- Drafted **guidance/ opinion/ clarification** on various amicable issues.
- Prepared **projected financial statements** to support loan facility enhancements from banks and financial institutions.
- Drafted **Credit Monitoring Analysis (CMA)** for enhancement of Working Capital and Term loan facilities from Banks/ Financial institutions.
- Delivered interactive team sessions for an audience of up to 20 colleagues on various topics.