


# SHIVANKI KHANDELWAL


## CONTACT

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 **18/05/1998**

## EDUCATION

### **Symbiosis Centre for Distance Learning**

2020 - 2022

Post Graduate Diploma in Business  
Administration

### **Guru Gobind Singh Indraprastha University**

2016 - 2019

Bachelor of Commerce (Honors)

## SKILLS

- Microsoft Office
- Financial Analysis
- Communication skills
- Attention to detail
- Analytical Thinking
- Problem-solving skills
- Organization and time management skills

## PROFILE

Dedicated Audit Executive with proven expertise in managing financial audits and ensuring compliance with regulatory standards. Strong leadership and analytical skills, adept at identifying areas for improvement and implementing effective solutions. Seeking an opportunity to utilize my experience and contribute to the success of a reputable organization.

## WORK EXPERIENCE

### **AUDIT EXECUTIVE**

#### **BSR&CO LLP, KPMG - Dec' 20- Mar'24**

- Executed external audit engagements for a variety of clients, ensuring precise financial reporting and adherence to regulatory compliance standards
- Collaborated closely with audit team members to conduct substantive testing, analyze financial statements, and evaluate internal financial controls
- Evaluated the accuracy and integrity of financial statements, business transactions, and inventory assets by meticulously reviewing reporting documents, bank statements, and conducting on-site physical verifications to identify any significant discrepancies
- Conducted comprehensive research, gathered evidence, and prepared thorough audit documentation to substantiate findings and provide recommendations
- Cultivated strong relationships with clients, gaining valuable insights into their business processes and identifying opportunities for improvement
- Provided support and assistance in the audit procedures for multiple Fortune 500 clients and domestic corporations
- Demonstrated exceptional analytical skills, meticulous attention to detail, and a profound understanding of accounting principles and auditing standards.

### **CUSTOMER SERVICE EXECUTIVE**

#### **Bureau Veritas Group - Jan'20- Feb'20**

- Coordinated effectively between the Hong Kong office, clients, selling office, and vendors, ensuring seamless communication and collaboration
- Successfully scheduled inspections with suppliers and diligently updated schedule data for respective regions, ensuring efficient allocation of inspectors for each job
- Maintained meticulous inspection files and proficiently prepared invoices, ensuring accuracy and organization in financial transactions.

### **OPERATIONS ASSOCIATE**

#### **ISA Global- June'19- Dec'19**

- Provided professional assistance to clients in submitting applications for the Immigration process
- Documented the information of registered clients with meticulous attention to detail
- Facilitated seamless coordination between clients and trainers for efficient training sessions
- Analyzed and evaluated education and work experience documents of clients to ensure accuracy and compliance
- Resolved client queries promptly and effectively, ensuring high levels of client satisfaction.