

# Samiksha Dwivedi

## Professional Summary:

Results-driven finance professional with over one year of experience in the e-commerce industry and a proven track record of excellence. Adept at working in fast-paced environments and skilled in communication, team management, and handling diversified tasks. Recognized with two awards for exceptional performance at Amazon India Pvt. Ltd. during my tenure as an Industrial Trainee.

## Education:

- Chartered Accountant (CA), Institute of Chartered Accountants of India, Dec 2021
- B.Com, Delhi University, 2014-2017

## Skills:

- Statutory Audit: Proficient in IND AS, FDR workings, BRS, and compliance
- Credit Line Management: Expertise in SOP, fund management, and month-end reporting
- Internal Audit: Experience in setting up processes and controls for major processes
- Superpowers: Strong communication, team management, and adaptability to diverse tasks

## Work Experience:

### Industrial Trainee, Amazon India Pvt. Ltd., Bangalore, India (04/2020 - 04/2021)

- Supported accounts payable and month-end activities
- Assisted in inventory management and auditing
- Delivered audit requirements and addressed queries
- Contributed to automation and process improvements

### CA Article, Khandelwal Jain & Co., Asija & Associate, New Delhi, India (03/2018 - 03/2020)

- Team lead for GST consultancy and filing of returns for Oriental Insurance (Delhi Branch)
- Participated in secretarial, project, and market discipline audits for major clients
- Assisted in tax audit report preparation for various clients

## Current Role:

### Financial Analyst, Cocoblu Retail Ltd. (Rattan India Enterprises)

- **Statutory Audit:**

- Completion of statutory audit in compliance with IND AS standards
- Calculating provisions, FDR workings, BRS, and other compliances
- Managing end-to-end borrowings, accounting, and audit compliance

- **Credit Line Management:**

- Implementation of SOP and mechanism for smooth utilization and settlement of funds
- Control points for accounting and daily fund management reports
- Preparation of month-end reports and verification of SOA for book closing

- **Internal Audit:**

- Leading internal audit project to stabilize controls for major processes
- Establishing processes and controls in vendor financing and payments
- Setting up controls in inventory management for better oversight in an e-commerce organization