Shikha Rustagi

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# Career Objective

Self-motivated and highly dedicated professional with over five years of audit experience in a Big Four. Progressive managerial and leadership skills and a strong analytical and creative thinker proven to continuously exceed expectations. Established excellence in verbal and written communications. Seeking a challenging and an intellectually well rewarding job in a growth oriented dynamic organization, which will expose me to the greater heights of growth and career development.

# Education

## Post-Graduation Diploma in Public Accounting (US GAAP) (May 2017)

Bharathiar University, Coimbatore, Tamil Nadu – India

## Certified public Accountant (CPA) – (2016)

Associate member of the American Institute of Certified public Accountants (AICPA). Cleared all CPA papers in August 2016. Currently working on acquiring the CPA license.

## Bachelor of Commerce (Bcom - Finance) (2009 – 2012)

Mount Carmel College (Autonomous), Bangalore, Karnataka – India

# Professional Experience

## Assistant Manager, Ernst and Young, LLP - Global Delivery Services (gds)

Bangalore, India – Assurance (July 2012 – Current)

**Period Position**

July 2012 – June 2015 Audit Associate – Lead Associate

July 2015 – June 2017 Audit Senior

July 2017 - Current Assistant Manager

**Key Responsibilities**

* Leading and rendering quality Audit and related Assurance services to FSO clients (Financial Service Organizations) serving the wealth asset management (WAM) industry in accordance to EY Global Audit Methodology, US-GAAP and US GAAS in Americas region. Worked cohesively as part of larger multinational engagements, as well as led audits on large as well as smaller engagements.
* Conducted fiscal year-end financial statement audit and/or limited scope reviews for real estate funds who report under US GAAP. Additionally, also performed audits to examine and report on controls implemented at large real estate fund service organizations under the reporting standard of SSAE 16 (SOC Audit).
* As part of my new role, I am currently managing audit teams working on a global account of approximately 8000+ hours.
* Maintain knowledge of Audit Methodology and review various Financial Statements and Disclosures by way of disclosure checklist of US GAAP and US GAAS.
* Ensure adherence to related regulatory guidelines and generally accepted auditing standards through internal publications, audit publications and client publications.
* Identify and Suggest ideas for Business Development and Expansion of current GDS offerings and services, in sync with EY values and Mission Statement. Additionally, identified and implemented Best Practices and Process Improvements to enhance proficiency and quality of audit services rendered. [Trained the onshore as well offshore team on operating ACL (Audit command language tool) that helped the team execute the audit efficiently saving a large number of hours on the engagement.]

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* Involved in planning an audit for funds – research on client and its business environment, strategy discussions and planning documentation. Interacted with client, accounting and administration during the course of audit on funds to conclude on audit issues and gain more insight. Also worked on concluding an audit – cleaning up of files, resolving audit issues and conclusion documentation and archival.
* Involved in mentoring and up-scaling of Audit Interns and Staffs on technical areas and soft skills by providing on the job coaching and feedback on a daily basis as well facilitating audit specific trainings.
* Have handled various projects single handedly on an IC role (Individual contributor) related to various tools like MS Visio (Flowcharts), ACL – Audit Command Language and Global Analytics on multiple engagements.

**Overseas Assignment -**

Travelled on a secondment to Atlanta, Georgia EY office for 3 months in 2014 to assist in the yearend audit of Real Estate Funds reporting under US GAAP as well as a commercial Real Estate Client.

# Key Strengths

* Positive attitude and Self-motivated
* Effective Leadership skills and a good team player
* Excellent written and oral communication skills
* Good project and people management skills
* Strong problem solving skills
* Successful in working independently as well as within a group environment
* Adaptable to change
* Proficiency in MS Office (Excel, Powerpoint, Visio, Word, etc), PDF Exchange and ACL (Audit Command Language)

# Achievements

* Recipient of EY Golden Beam (Annual) Award for Quality in FY 2014.
* Received two EY Bravo Awards from the onshore Audit teams in FY 2017
* Received EY Excellence in Performance (EIP) Awards in FY 2016 and FY 2017.
* Received EY Superstar and EY Extra Miler Awards in FY 2012 – FY 2015 for Quality work on multiple client engagements.
* Received an opportunity to be one of the lead senior on a pilot project of preparing Accounting and Auditing updates Newsletter on a quarterly basis which required me to go through all A&A news and filter through the applicable updates and present them in a newsletter form which was circulated among the entire Americas WAM Teams and leadership in India as well as Manilla, Philippines.