

SWETA PODDAR

CA, B. Com

✉: swetapoddar0311@gmail.com | 📞: 7303820237 | 📅: 11th March, 1996 | Mumbai

PROFESSIONAL EXPERIENCE

Deloitte Haskins & Sells LLP

Mar'18 – Feb'21

- Assistant Manager in Risk Advisory - Internal Audit team of Mumbai with three years of experience in delivering services to several Indian multinational organizations
- Worked and catered clients for varied services including Internal audit (IA), Risk management, Internal Financial Control (IFC) designing and testing, Regulatory compliances, Data Analytics and review of process level controls
- Led internal audit and risk and control engagements spread across various sectors viz. Pharmaceuticals and Life science, FMCG, Media & Entertainment, Engineering and automobile sector

ARTICLESHIP EXPERIENCE

3 YEARS

SCA & Associates

Oct'14 – Sep'17

- Assisted the client in preparation and presentation of FS as per the requirements of IRDAI and Companies Act, 2013
- Verification of documentation relating to auction cases as required by SARFAESI Act viz. Approval note, Newspaper publication, Sale deed, Valuation Report, Bid history report and settlement thereafter
- Forensic audit for determination of any indications of fraud presented by errors and deviations, since the main objective was to gather evidence for litigation purposes
- Concurrent Audit of Treasury Department including Forex, Securities and Money Market and submission of Periodic Returns/ Documents by Bank - Annual Returns, XBRL Forms.

ACADEMICS

Qualification	Institute	Board / University	Mon-Year
Chartered Accountant	Institute of Chartered Accountants of India – Group 2 (Exemption in Information Systems Control & Audit)	ICAI	Nov-2017
Chartered Accountant	Institute of Chartered Accountants of India – Group 1 (Exemption in Financial Reporting & Financial Management)	ICAI	May-2017
B. Com	Mithibai College	Mumbai University	2016
X	St. Lawrence High School	Maharashtra State Board	2011

Certification	▪ Scored 71/100 at NISM-Series-XV: Research Analyst Certification Examination	2017
	▪ 100 hours of AICITSS - Advanced Information Technology as prescribed by ICAI	2017
	▪ Advanced (ICITSS) MCS Course as prescribed by ICAI	2017

TECHNICAL SKILLS

- MS Office
- SAP
- Tally

KEY PROJECTS

Project Management - Continuous Process Improvement	<ul style="list-style-type: none">▪ Streamlining process over Credit note pay-out (~INR 8 crores p.m.) by communicating with business partners and issue resolution resulting in increased efficiency and TAT reduction by 75%▪ Designing Standard Operating Procedures (SOPs) for Special Rate Business
IA of Pharma company (Revenue ~ INR 15,000 crores)	<ul style="list-style-type: none">▪ Performing risk based internal audits including identifying areas for cost optimization and potential fraud risk elements▪ Identifying gaps and suggesting improvement plans in all major operational audits viz. human resource, payroll, sales & marketing review and operations review of Generics business
Internal Financial Controls – Designing and testing	<ul style="list-style-type: none">▪ Understanding of the processes, risk analysis and ensuring that the control identified mitigates the risks involved across processes and designing of Risk Assessment Control Matrix (RACM)▪ Reviewing business transactions using methodological sampling technique, to test compliances with designed IFC framework for areas viz. Order to Cash, Procure to Pay, HR & Payroll, Treasury, Inventory Management, Logistics, Taxation, Fixed Assets, Accounts Payables / Accounts Receivables
Health Check Review - COVID-19 impact on FMCG company (Revenue ~ 7,500 crores)	<ul style="list-style-type: none">▪ Analysing the impact of change on sales strategies and inventory management due to COVID-19 and ensuring that alternate controls to mitigate the risks are in place▪ Reviewing Business Continuity Plan (BCP) and reinstatement plan for order management and supply chain management in containment zones and for consumer products▪ Reviewing the controls around sales spends calculation, validation, approval and pay-out reaching to intended beneficiaries in an automated environment and suggesting improvement opportunities
IA of Media & Entertainment company (Revenue ~ INR 80 crores)	<ul style="list-style-type: none">▪ Analysing the accuracy of marketing strategies implemented viz. social / digital media campaigns and Celebrity endorsements to increase market share and brand visibility including brand reach, brand campaign performance, visual merchandising, sales performance and customer satisfaction▪ Reviewing annual marketing budget brand wise, Market projections and Sales Forecast
Others	<ul style="list-style-type: none">▪ Assisted Due Diligence of a Pharma Company to evaluate business scope, obtain data for analysis and drafted recommendation report▪ Supported data analytics to derive cost savings, visibility and help drive key decision making for pharmaceutical clients in areas viz. Sales & marketing expenses and Special Rate Business▪ Understanding of ERP systems viz. SAP and validating process understanding by data analytics and tableau software

INTERESTS

- Taekwondo
- Scrabble
- Gardening
- Guitar