

MANSI CHOUDHARY

Chartered Accountant, B.com

Personal Details

- Location- Jammu, J&K- 180001
- Contact: +91 8492825699
- e-mail: camansichoudhary25@gmail.com
- Date of Birth: 19th July, 2002
- Membership No.: 581053

Languages Known

English, Hindi, Dogri & Punjabi

Technological Proficiency

- Skilled in accounting software: Tally, Busy, Smart GST, Smart Tax, Smart TDS.
- Proficient in working with application package MS Office (Excel, Word & PowerPoint).
- Familiar with banking software (Finacle and BaNCS).

Core Competencies

- Positive attitude, strong commitment, and solid work ethic.
- Quick learner with a willingness to grow and enhance skills
- Effective team player with a proactive approach.

Extracurricular Activities

- Volunteered as a member of the National Cadet Corps (NCC) in school.
- Served as Class Representative, demonstrating leadership and coordination skills.
- Performed rhyming poetry on the occasion of World Population Day at school, raising awareness through creative expression and public speaking.
- Anchored the school farewell event.
- Performed a patriotic singing piece at an Army Welfare event in a military residential area, organized for families of serving personnel.

CAREER OBJECTIVE

Aspiring Chartered Accountant with hands-on expertise in audit, taxation, and compliance, aiming to contribute meaningfully to a dynamic organization while continuously expanding professional capabilities.

PROFESSIONAL QUALIFICATION

The Institute of Chartered Accountants of India

Level	Group	Year/Attempt	Performance
Final	Both	May 2025/ 2 nd	55.67% (5 th Rank in J&K)
Intermediate	First	Dec 2021/1 st	51.25%
	Second	May 2022/2 nd	50.75%
Foundation	-	Nov 2020/1 st	61.75%

ACADEMIC QUALIFICATION

Examination	Month, Year	Department/School	University/Board	Performance
B. Com	Dec,2023	Directorate of Distance Education	University of Jammu	69.07% First Division
12 th	July,2020	Army Public School Rakhmuthi	CBSE	92% 2nd Topper
10 th	May,2018	Army Public School Rakhmuthi	CBSE	86.8%

ARTICLESHIP EXPERIENCE

UPENDRA & ASSOCIATES, JAMMU (March 2022 - March 2025)

Areas	Domain of Work
Statutory Audit	<ul style="list-style-type: none"> Assessed compliance of financial records with legal and regulatory frameworks for clients like J&K Bank, Ellaquaui Dehati Bank, Shri Amarnath Ji Shrine Board and National Health Mission. Reviewed Fixed Assets Register, SOPs, and issued audit observations improving transparency. Reviewed and finalized financial statements for FRF & Schedule III compliance. Obtain External Confirmations to verify account level balance for bank balance and debtors as per SA505.
Internal Audit	<ul style="list-style-type: none"> Conducted audits of internal operations at IIM Jammu, SMVDU Katra, CVPPPL & BSNL, ensuring process integrity and risk mitigation. Prepared Internal Audit Reports and Executive Summaries highlighting key findings and recommendations for management including CARO 2020 reporting. Evaluated controls on vendor selection, purchases & SOP adherence.
Bank Audit	<ul style="list-style-type: none"> Physical verification of cash, assessment of loan documentation & NPA identification. Contributed to LFAR preparation and compliance reporting for statutory audits.
Income Tax	<ul style="list-style-type: none"> Filed 100+ ITRs. Handled tax audits u/s 44AB for firms, Companies and societies. Filed Forms 12A, 80G, 10BD, 26QB, and responded to notices under Sec 142(1), 143(2), 148. Filed ITAT appeals, foreign remittances certificates like 15CA/CB, and applied for 10(46A) exemptions for AIIMS Jammu. Drafted Opinions.
GST	<ul style="list-style-type: none"> Independently handled GST 1/3B/9/9C returns, GSTR-2A reconciliation, and GST audits. Handled registrations, amendments, cancellations, ITC reversals, and SGST/CGST reimbursements.
Additional Financial Responsibilities	<ul style="list-style-type: none"> Drafted projected cash flows, financial statements, and performed ratio analysis for loans. Managed FCRA returns, NGO DARPAR/Udyam registrations, and accounting for professionals.