

Nisha Choudhary

Chartered Accountant



Mumbai, Maharashtra



DOB: 12/09/1994



+91 86555 25021



choudharynisha94@gmail.com



Professional Work History

Aug 2024 - Current

Assistant Manager – Finance & Accounts

M/s *The Byke Hospitality Limited*

- Provide Monthly MIS Report to Business Stakeholder Allowing them to understand the Depth of the Business and to take corrective steps.
- Perform Variance Analysis for Drivers of Changes to Sales, Profit and Cash Flows.
- Preparing & Analyse Department Wise Expenses Allocation to Understand Business Trends and Identify Unusual or Abnormal Transaction & Variance of Expenses in the Business.
- Develop and Assist in Forecast of Financial Result Reflecting Change from Trends, other Resources and upcoming Organizational and Regulatory Changes, Ensuring Forecast is Aligned with the Business Objectives.
- Finalization of financial statements with finance controller and preparing detailed working for schedule to balance sheet and profit & loss.
- Monthly closing of trial balance, analyzing provisional entries, scrutiny and periodical review / analysis of general ledgers. Monthly working for TDS, GST & other statutory dues.
- To Coordinate with Statutory & Other Auditors to Ensure Smooth Audit without Major Audit Observations.
- Preparing Quarterly Financials & Year end Financials

Assistant Manager – Indirect Taxation

M/s *Mehta Chokshi & Shah LLP*

- Handled end to end GST compliance for various clients across diverse industries.
- Prepared & filed GSTR-1, GSTR-3B, and annual returns (GSTR-9/9C) within statutory timelines.
- Managed GST registrations, amendment, and cancellation processes on the GST portal.
- Conducted Input Tax Credit (ITC) reconciliation with GSTR-2A/2B using tally & excel.
- Responded to GST Notices and drafted replies for show cause and demand notices.
- Assist in GST audits and assessments, ensuring documentation and data validation.
- Coordinated with vendors and departments to resolve mismatch and compliance errors.

Oct 2023 - Jul
2024

Jan 2022 – Sept
2023

Sr. Executive - Accounts

M/s C Sahoo & Associates

- Led a team of 3 in performing statutory audits for companies in the various sectors covering trading, manufacturing & services.
- Managed assignments according to firm's methodology, focusing on financial instruments, direct costs, employee benefits while ensuring compliance with IND AS 115 and IND AS 116.
- Preparation of finalization of standalone and consolidated financial statements for group companies along with detailed schedule working.
- Conducted tax audits under section 44AB for corporate clients in manufacturing and trading ensuring adherence to tax regulations.
- Monthly closing of trial balance and books of accounts as per firm's policy. Monthly working for TDS, GST & other statutory dues.
- Conducted limited reviews, GST audits and prepared annual returns.

Article Assistant

M/s Bagaria & Co LLP

- Developed and executed detailed audit plans, leading statutory and tax audits across diverse sectors while ensuring compliance with regulations.
- Effectively managed and trained audit teams, managing workflows and enhancing collaboration to meet project deadlines and objectives.
- Successfully managed tax & bank audits and prepared income tax returns for a range of clients, optimizing tax positions and ensuring compliance with tax laws.
- Finalized financial statements and cash flow reports in accordance with accounting standards, providing accurate and timely documentation for stakeholders.
- Manage & oversee the effective implementation of basic accounting system.

Education

2025



Chartered Accountancy

The Institute of Chartered Accountants of India, Mumbai

2015



Bachelor of Commerce

Mumbai University, Mumbai



Software

MS office suite

Tally ERP, Tally Prime

WebGST, Winhms, Winhms & Trustify.