

Chaitra Mandara

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Accounting professional with experience in all areas of accounting and finance, budgeting, cash management, accounts payable, and accounts receivable

- **Re-entering the workforce after taking** some time off for maternity and to provide care to the child after while staying engaged with the artwork through online business setup.
- **Recognized for ability to** identify continuous change actions to provide better, enhance quality, and increase work performance.
- **Able to work well** on my own initiative and can demonstrate high levels of motivation required to meet the tightest deadlines.

KEY IMPACT AREAS

- Finance and Accounting
- Customer Relations
- Accounts Management
- Financial Reporting
- Profit Centre Operations
- Revenue Generation
- Resource Optimization
- Operational Excellence
- Multitasking
- Detail-Oriented

EDUCATION

- Bachelor of Education, Bangalore Central University, 2020
- Master of Commerce, University of Mysore, 2018
- CA-Inter Group 1, Institute of Chartered Accountants of India, 2015
- Bachelor of Commerce, Bangalore University, 2013

PROFESSIONAL BENCHMARKS

Accomplishments:

- Started an online business to sell personal artwork through the ETSY platform
- Bagged nearly 50 prizes during school and college days associated with creative writing, debate quiz, product launch, social entrepreneur, event manager, and other related commerce club activities

Training and Courses:

- Information Technology Training Course, ICAI
- General Management and Communication Skills – 1, ICAI
- Canva Online Digital Design Course, Coursera

IT Skills:

- MS-Office Suite
- SAP Financials (FI) Configurations
- Tally ERP 9.0
- Canva

ORGANIZATIONAL EXPERIENCE

Career Break, Sep 2020 - till date
Maternity Leave

An extended period of maternity leave to bring up my daughter until she was old enough to start nursery school

KLE Society's Degree College, Jul 2018 – Sep 2020

Assistant Professor

Guided and mentored graduate students in research projects and conducted undergraduate and graduate seminars. Ensured Cent percent result in the university final examination of Financial Accounting and Taxation and students topped the university rank in subjects. Handled University committee duties singlehandedly during the COVID period and ensured seamless and uninterrupted management, making COVID-affected students write up their exams easily.

- Assessed student performance and conducted regular feedback sessions to inform students of their progress, identify their weak points, and create individualized training plans.
- Engaged in collaborative work with external researchers and managed university examination committee duties successfully
- Procured authentic listening materials as supplemental materials to meet course objectives from various in-country sources, such as news agencies, and authentic reading materials from various in-country newspapers.
- Assisted various cultural and non-cultural committee activities
- Published research papers in both ISSN and ISBN publication
- Delivered lectures and facilitated classroom discussions on analysis, rhetoric, critical theory, structure, and style.
- Published papers in professional journals through extensive research.
- Chaired panels at professional conferences and presented academic papers.

Significant Highlights:

- Published and presented various research papers published in both ISSN and ISBN regarding contemporary issues in commerce like e-retailing
- Presented research papers about women empowerment issues in the field of business and economy
- Cleared Ph.D. entrance examination at the University of Mysore and Bharathidasan University
- Appreciated by the management for efficiently handling the university examination on the verge of marriage when COVID was at its peak
- Taught accounting subject to both commerce graduate students and Bachelor of Computers students wherein the majority of them got distinction and nearly 20 percent students got cent percent and no failures at all

CA Article Assistant, Aug 2013 – Aug 2016

Maintained integrity of general ledger, including the chart of accounts. Performed all assigned duties with honesty and professionalism.

- Monitored preparation of statutory books of accounts and bank reconciliation
- Performed statutory audit, tax audit
- Filed statutory returns of direct and indirect taxable returns
- Filed tax returns and prepared government reports in compliance with strict standards
- Generated financial statements and facilitated account closing procedures each month
- Computed taxes owed by applying prescribed rates, laws, and regulations

PERSONAL DETAILS

- Date of Birth: 18th August 1992
- Nationality: Indian
- Linguistic Abilities: Kannada (native), English (expert), and Hindi (expert)
- References: Available on request