

## CURRICULUM VITAE

### **MANSI BISHT**

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### CAREER OBJECTIVE

Seeking to secure a suitable position in an organization which could help me to learn new skills, utilizing my own attitude and skills in an effective manner and working towards excellence in delivery of service in an environment that promotes continual upgrading of knowledge & skills.

### SKILLS

- Managerial Skills
- Team Work
- Finance and Accounting

### WORK HISTORY

#### ❖ RAJGIRIKSHIT & ASSOCIATES (Chartered Accountant Firm)

*Accounts Executive*  
*June 2021 –Current*

- Filing GST Returns Monthly-Quarterly (GSTR-1, IFF, & GSTR-3B).
- Reconciliation of GSTR 2A.
- Reconciliation of Books and GST Portal.
- Preparation of Financial Statements (Balance sheet & Profit & Loss).
- Internal Audit related work.
- Computation of Tax liabilities.
- Ensuring Compliance of TDS applicability with depositing monthly TDS of clients and filing TDS return through Genius Software.
- Booking Purchase, Sales, Expenses, Receipts and Voucher preparation of relevant documents.
- Preparation of reconciliation with 26AS for TDS to be claimed in the return of income.

#### ❖ MANTECH PUBLICATIONS

*Assistant*  
*February 2020-May 2021*

- Editing, formatting and publishing of articles and project reports for journals.
- Editing, formatting and finalizing books for printing purpose.

### ACADEMIC QUALIFICATION

- ❖ PGDM Finance: IMT-CDL Ghaziabad in 2022, 79.86%
- ❖ B. Com. : Kalindi College, Delhi University in 2019, 75.7%
- ❖ Intermediate : Vanasthali Public School (CBSE Board) in 2016, 92.3%
- ❖ High School : Vanasthali Public School (CBSE Board) in 2014, 10 CGPA

### COMPUTER SKILLS

- ❖ Microsoft Office
- ❖ Tally ERP 9/ Tally Prime
- ❖ Busy Software
- ❖ SAP FICO

### PERSONAL PROFILE

- ❖ Father's Name : Mr. Bishan Singh Bisht
- ❖ Date of Birth : 12/03/1998
- ❖ Gender : Female
- ❖ Marital status : Unmarried
- ❖ Nationality : Indian
- ❖ Language : Hindi & English
- ❖ Hobbies : Listening to Music, Reading Novels and Sketching

**DATE:**

**PLACE:**

**SIGNATURE**  
(Mansi Bisht)