

CURRICULUM VITAE

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Career Objective

Dynamic and hardworking professional, offering of experience **9 years & 3 Months in service, manufacturing and Audit and assurance industry.** Determined to carve a niche in the field of finance by utilizing sound technical skills.

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my analytical abilities and professional competence in the areas of accounting, MIS, Taxation, auditing & strategic budgeting, so as to align self-development with organizational development.

Work Experience

Current Employer: NATIONAL INSTITUTE OF SOLAR ENERGY
(An Autonomous body Regulated by MINISTRY OF NEW AND RENEWABLE ENERGY, UNDER MINISTRY OF POWER, GOVT. OF INDIA)

Office at : Gurugram Faridabad Road, Gurugram HARYANA

Profile: Account Officer (Contractual Basis)

Period : August 2020– Till Date

About Industry : Service Industry of Solar Power.

- Finalization of books of account and preparation of financial statements.
- Preparation of Annual Budget, Cash Budget and review cum reporting the budget on monthly basis.
- Preparation of tax return & managing all audits of the organizations.
- Handling accounts receivables and payables & Scrutiny of accounts.
- Compliances of Foreign currency transaction, Preparation of LC/BG, PFMS.
- Compliances with indirect tax laws like GST, Excise, Etc.
- Compliances with Direct Tax Laws like income tax, TDS, wealth tax, etc. This includes review of tax returns, assistance in meeting with local tax compliance requirements, support during audits by local tax authorities, etc.
- Objectively review an organization's business processes.
- Ensure that the organization is complying with relevant laws and statutes.
- Work closely with Deputy Director Admin and Finance.

Previous Employer:- 1 MAA DURGESHWARI FOOD PRODUCTS (FMCG)

Factory at : Food Park, Malanpur Industrial Area, Bhind MP

Profile: Internal Auditor

Period : April 2017– July 2020 (3 Years & 4 Months)

About Industry : Manufacturing Industry of FMCG Products.

- Objectively review an organization's business processes.
- Ensure that the organization is complying with relevant laws and statutes.
- Make recommendations on how to improve internal controls and governance processes.
- Work closely with Directors and Finance controller.
- Preparation of Annual Budget, Cash Budget and review the budget on monthly basis.
- Find the variances with budget and report to the management.

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- Finalization of books of account and preparation of financial statements.
- Preparation of projected financial statements, CMA, QIS/FFR as per requirement of banks and management for raising external debt/Fund.
- Preparation of corporate tax return & managing all audits of the organizations.
- Handling accounts receivables and payables & Scrutiny of accounts.
- Compliances with indirect tax laws like GST, Excise, Etc
- Compliances with Direct Tax Laws like income tax, TDS, wealth tax, etc. This includes review of tax returns, assistance in meeting with local tax compliance requirements, support during audits by local tax authorities, etc.
- Compliances with ROC Returns like Annual Returns, Charges return, etc.
- Managing inventory and physical verification on monthly basis.

Previous Employer: 2

Ideal Foodgrain India private Limited, Gwalior

Factory at -: Gandhari Industrial Area, Datia MP

Profile: Manager-Accounts & Finance

Period : May 2015– Mar-2017 (1 Years & 10 Months)

About Industry : Manufacturing Industry of FMCG Products.

- supervise an overall finance and accounts
- Finalization of books of account and preparation of financial statements.
- Preparation of returns & managing of all audits.
- Compliances with ROC Returns like Annual Returns, Charges return, etc.
- Handling accounts receivables and payables & Scrutiny of accounts.

Previous Employer: 3

Adarsh Awas Vikas private Limited

Profile: Assistant Manager-Accounts & Finance

Period : April 2013– April 2015 (2 Years & 1 Month)

- ✓ Preparation & Presentation of monthly, Daily MIS, budget and review of variances if any.
- ✓ Preparation of projected financial statements as per requirement of banks and management.
- ✓ Credit control on weekly basis and raising alarm to management to recover the same.
- ✓ Preparation of corporate tax return, finalization of accounts & managing tax audits.
- ✓ Billing to customer and scrutiny of sales accounts on monthly basis.
- ✓ Adherence of internal control system as designed by company.
- ✓ Identifying key customer which provide profit to the company.
- ✓ Compliances with indirect tax laws like Service Tax, Excise, Etc
- ✓ Compliances with ROC Returns like Annual Returns, Charges return, etc.
- ✓ Preparation of Year on year comparison and various reconciliations for control purposes.
- ✓ Handling Audit queries of external Auditors and the companies Tax experts.

Qualifications

• **PROFESSIONAL**

Level	Year	Percent
C.A. Final	May 2012	52 (Single Attempt for Single Group)
C.A. Inter (Both Groups)	May 2011	53
C.A. Foundation	Aug 2007	56

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• **ACADEMIC**

Degree	School/College/Institute	Year	Percent
B. Com.	Jiwaji University, Gwalior	2009	57
HSC	MP Bhopal Board	2006	70
SSC	MP Bhopal Board	2004	65

Computer skills

- ✓ Working in a fully computerised environment having Proficiency in MS-Office, Windows.
- ✓ Functional knowledge of Accounting and ERP packages.

Core competencies

- ✓ Modeling through use of advance excel command.
- ✓ Ability to work in a team environment
- ✓ Initiative and desire to excel.
- ✓ Strong accounting and system knowledge
- ✓ Capability to supervise the work of others
- ✓ Proven track record of client service

Available for Join

- ✓ 1 Month Notice Period or negotiable.

Hobbies & Interests

Reading, Travelling, playing cricket and Meditation.

Languages Proficiency

English/Hindi : Read, Write, Speak

Personal Details

- Fathers Name : Shri Govind P Goyal
- Date of birth : 02 Sep 1989
- Marital status : Married
- Place : Morar, Gwalior

DECLARATION

- I do hereby declare that all the information given above are true in my best knowledge and believe.

(Deepak Goyal)