

CA SUCHI GOYAL

14/1 N S ROAD
SAMAIPUR, DELHI-42
M.NO:-09876543210
Email:-suchi@gmail.com



Career Objective

To hold a good position in my profession with global outlook and promising future that provides me good opportunity to work at my full capacity and make progress.

Professional Qualification

Examination	Institute	Year of Passing
CA Final	I.C.A.I	Nov 2010
CA PE II	I.C.A.I	Nov 2006
CA PE I	I.C.A.I	May 2005

Educational Qualification

Course	Name of Board/University	Year of Passing
B.Com (H)	University of Delhi	2007
12 th	C.B.S.E	2004
10 th	C.B.S.E	2002

Computer Proficiency

Worked on ERP Package **SAP B-One** & also Tally ERP 9.0

Knowledge about Tally ERP 9.0/7.2, Accounting packages Computax, Webtel etc.

Certificate course of 'Basics of Computers, MS-office and Tally' conducted by ICAI.

Work Experience

Organization	Designation	Working period
Lancer Footwear India Pvt. Ltd.	Senior Accounts Executive	Dec 2012 - June 2013
A.K.Garodia & Associates (Chartered Accountants)	Senior Audit Executive	Jan 2012 - Nov 2012
Vineet Garg & Co. (Chartered Accountants)	Audit Executive	July 2011 - Dec 2011
Rajendra, Ravi & Harish (Chartered Accountants)	Audit Executive	April 2011 - June 2011

3 YEAR'S ARTICLESHIP

J.K.Goel & Co.

Chartered Accountants, Sector-8, Rohini, New Delhi

- Dec, 2007 - Mar, 2010

S Chand Jain & Co.

Chartered Accountants, Wazirpur Ind. Area, New Delhi

- Apr, 2007 - Nov, 2007

Work Exposure:-

Current Profile

Supervision of accounting work on SAP/Tally ERP 9.0

Monitoring of timely deposit of Duties & Taxes.

Looking after sub-contractor/vendors bill accounting, payments and ledgers scrutiny and handling reconciliation of debtor & creditors outstanding.

Reconciliation of SAP & Tally Accounts Data on timely basis.

Preparation of stock statement for the purpose of bank utilization.

Preparation of Reports as per requirement of Sales Dept. / management.

Involvement in the Production Process on SAP done by team members.

Working on SAP Reports as per requirement of management.

Accounting

Finalization of financial statements as per requirements under various statutes.

Preparation and Maintenance of Books of Accounts of various entities.

Audit

Statutory Audit of Multicolor steel India Pvt. Ltd.

Statutory Audit of Multi Infratech Pvt. Ltd.

Statutory Audit of Shri Parasram Holdings Pvt. Ltd.

Statutory Audit of Infosecure consulting Pvt. Ltd.

Statutory Audit of Raghunanden Exports Pvt. Ltd.

Internal Audit of Medicamen Biotech Ltd.

Internal Audit of Himachal Pradesh State Electricity Board Ltd. Nahan division.

Compliance of provisions related to TDS & Service Tax.

Stock verification, Ledger Scrutiny.

Review of Fixed Assets & Investment Register.

Analysis & vouching of major expenses.

Verification of prior period exp. & provision creation.

Verification of Bank Statements, Loans and borrowings.

Compliance related to cash payment & Payroll.

Preparation of Audit Queries & discussion with the departmental heads.

Good Exposure of **Tax Audits** under section 44AB of Income Tax Act, 1961

Taxation-Direct

Preparation of Income Tax Returns.

Preparation of T.D.S Returns.

Completed 15 Days G.M.C.S programme conducted by ICAI

Special Achievements

Awarded by '**Delhi Hindi Academy**' for securing **86%** marks in Hindi at board level.

Awarded with '**Student of the week**' award many times at the school level.

Getting a **rank holder position** throughout my schooling career.

Cleared CA (PE-I) in **first attempt** with **55%** Marks

Strengths

Good Team Player and Keen Learner.

Dedicated, disciplined and believe in teamwork.

Committed to deadlines and schedules.

Strive for Perfection in every work.

Personal Details

Father's name	:-	Sh. Amit Goyal
Date of Birth	:-	14 th August, 1988
Marital Status	:-	Single
Interests	:-	Playing Chess & listening soft music

Place: Delhi

Date:

(CA SUCHI GOYAL)