



Application for the Profile of Chartered Accountant

Dear Sir/Mam,

Keeping in view, the reputation of your esteemed organization in terms of grooming young professionals, work culture, future prospects and financial rewards, has motivated me to apply for the job.

I am a qualified Chartered Accountant (Nov'16) and DIPIFR from ACCA, UK (Dec'18). Having Experience in Goods and Service Tax, Finance, Banking, MIS, SOPs and Accounting.

It gives me immense pleasure to offer my candidature for a suitable beginning in your organization. Equipped with qualification and qualities I have: -

- ✓ Ability to prepare reports to Senior Management
- ✓ Dedication and determination for work
- ✓ Diligence and Persistence towards the attainment of my goal
- ✓ Ability to deliver presentations
- ✓ Ability to work well within a team
- ✓ Persuasive communication skills
- ✓ Ability to grasp new functionalities

I feel that my qualities along with my fast learning curve and ability to adapt to the changing environment would enable me to make an effective contribution to the organization. Furthermore, with the qualities I have developed and strengthened during my work I can offer my meticulous organization skills as well as my ability to accomplish assigned tasks and assignments on or ahead of schedule.

Looking forward to have opportunity of meeting you in person for more detailed discussion.

With Regards,
CA Ankit Goel

CA ANKIT GOEL

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CARRIER OBJECTIVE

Looking forward to a position of Responsibility in Accounting and Taxation, so as to contribute significantly to the Organization's objectives.

PROFESSIONAL EXPERIENCE

- ❖ **Organization** : Motherson Sumi Electric Wire
(A Division of Samvardhana Motherson Group)
- Subsidiary Company:** Motherson Electrical Wire Lanka Private Limited,
Sri Lanka
- Branches** : Noida, Indore, Chennai & Bangalore.
- Designation** : Assistant Manager – Finance
- Duration** : From Dec-18 to May-19
- Company Profile** : Motherson Electrical Wires Lanka Pvt. Ltd (MWL) is a 100% subsidiary of Motherson Sumi Systems Ltd. MWL specializes in manufacturing of wires for automotive application.

Work Profile and Responsibility:

- ✓ Preparing and Reporting Monthly MIS and Sales Report to Corporate office.
- ✓ Quarterly review of Accounts.
- ✓ Gaining knowledge of SOPs: objective of SOPs, their purpose & Maker/checker process of Purchase requisition, Purchase order, Gate entry, Goods receipt note, Purchase voucher booking and approval, Payment methods.
- ✓ Variance Analysis.
- ✓ Presenting financial reports to corporate in Monthly MRMs
- ✓ Daily Bank reconciliation and reconciliation of AR and AP.
- ✓ Physical stock verification at year end.
- ✓ System improvisation and SOPs implementation.
- ✓ Weekly Cash verification.
- ✓ GST returns, reconciliations, Reporting and compliance.

- ❖ **Organization** : M/s Gaurang Products Private Limited, Ghaziabad.
(Gaurang Group of Companies)
- Associate Companies** : M/s A.S.T Pipes Private Limited
M/s Haryana Pipes Private Limited
- Branches** : Delhi, U.P. & Haryana
- Designation** : Assistant Manager – Taxation & Finance
- Duration** : From Oct-17 to Nov-18.
- Company Profile** : Having an annual turnover of about Rupees 400 Crores, company works with a tagline of “*Shaping steel with perfection*”. It is a leading manufacturer and exporter of Black & Galvanized ERW steel pipes, CR coils and sheets. Gaurang pipes pioneered its operations 25 years back and has built a large customer base since its inception.

Work Profile & Responsibilities:

Indirect Taxation: Goods & Service Tax

- ✓ Preparation of GST Returns i.e. GSTR-3B and GSTR-1.
- ✓ Preparation, filing and Verification with Excise Department of Tran-1 Credit taken in GST Regime.
- ✓ Preparation of Annual Returns GSTR-9.
- ✓ Reconciliation of GSTR-2A with ITC taken in GSTR returns and Books of accounts.
- ✓ Reconciliation of GSTR-3B vis GSTR-1 vis Outward supply in Books i.e. Sales.
- ✓ Compliance of GST on Job worker and Preparation & filing of ITC-04.
- ✓ Proactively Updating the Senior Marketing Persons regarding applicability of New and updating in old provisions
- ✓ Customized ERP to generate GST reports more accurately

Banking:

- ✓ Preparation of Documents for Disbursement of Term Loans & Working capital Proposals.
- ✓ Coordinate with Trade Finance Department in relation with Issuance of Bank Guarantees
- ✓ Opening and Disbursement of Letter of Credit
- ✓ Preparation of Documents for Renewal of sanction Facility with Kotak Mahindra bank and State Bank of India SME Branch
- ✓ Reconciliation of Interest charged on various facility from Kotak Mahindra bank

Accounting & Finance:

- ✓ Finalization of Accounts all companies of groups.
- ✓ Responsible for monitoring routine accounts & checking vouchers.
- ✓ Coordination with Credit rating agency and Preparation of CMA data.
- ✓ Verification and Submission of Fund position to Top Management Daily basis.
- ✓ Monthly Expenses Report furnish to directors.
- ✓ Verification of Claim received from steel Authority of India.
- ✓ Reconciliations – Bank, Branches, AP and AR and coordination with them.
- ✓ Responsible for Reimbursements of Traveling, Local conveyance, staff welfare etc.
- ✓ Participation in formulation of SOP in relation to Labour Attendance and wages computations.

❖ **Organization** : M/s AGAR & Associates (CA firm)
Designation : Manager –Taxation& Audit
Duration : From Dec -16 to Oct - 17.

Work Profile & Responsibilities:

- ✓ Handling GST cell in MINISTRY OF TOURISM (Government of India)
- ✓ Consultancy to various clients.
- ✓ Forwarding Queries to CBEC & Handling GST grievances portal.
- ✓ GST Presentation to various clients.
- ✓ Return filing, tax payment and registration under GST.

- ✓ Impact Assessment on tourism sector and other business also.
- ✓ Analysis impact of GST on various sectors.
- ✓ Statutory Audit of M/s Reshram Petrotech Ltd & M/s Digi Vive Services Private Ltd.

ARTICLESHIP EXPERIENCE

- ✓ 3 Years of Internship experience as ARTICLE ASSISTANT in M/S P.R.MEHRA & CO. DELHI.
- ✓ Statutory Audit of INDIAN OVERSEAS BANK.
- ✓ Statutory and Tax Audit of Manufacturing Industry "MODI INDUSTRY LIMITED"
- ✓ Statutory Audit of IIFCL (INDIA INFRASTRUCTURE FINANCE INDIA COMPANY LIMITED).
- ✓ Statutory Audit of RGPPL (RATNAGIRI GAS AND POWER PRIVATE LIMITED).
- ✓ Statutory Audit of BAL SAHYOG SCHOOL (AN NGO) and SMARTLINE ADVERTISEMENT.

QUALIFICATION

- ✓ **Qualified DIPIFR from ACCA, UK (Dec'18).**
- ✓ **Qualified Chartered Accountant (Nov'16).**

SKILLS

- ✓ Assertive and Optimistic.
- ✓ Proactive and Self Driven.
- ✓ Good Communication skills and Public speaking skills.
- ✓ Ability to solve problems flexibility and to learn from failure.
- ✓ Advance MS Excel and PowerPoint Skills.

ACHIEVEMENTS & AWARDS

- ✓ **Certification from KPMG of 75 Hours Training Program of DIPIFR from ACCA United Kingdom.**
- ✓ Speaker in GST workshop for CA students organized by ICAI.
- ✓ Faculty of Orientation program in ICAI.
- ✓ GUEST speaker in seminar on "How to pass CA exam" organized by ICAI.
- ✓ Received recognition Award of Most participating student in GMCS from ICAI.
- ✓ Awarded from ICSI as Proud member for conducting GST session.
- ✓ Speaker on GST in study circle meeting organized by ICSI.
- ✓ Presentation on GST in News nation, IFFDC, IBSL, DJT financial services, Extra marks ltd.

PERSONAL INFORMATION

Father name : Mr. Harish Goel
Date of Birth : 14/Sep/1991
Residential Address : Prakash Transport Co, Opp. E.S.I Dispensary
 Modi Textile Modinagar, Distt. Ghaziabad, U.P.
Languages : English and Hindi

I believe to complete my work in pre-defined timelines. As my references demonstrate, I have an extremely strong work ethic and have the skills to lead, and motivate people while at the same time. I would very much like to be considered for the position as I believe I can deliver the services you require with professionalism, creativity and energy.

My reasons for applying for this position are two-fold. Firstly, my past work experience has provided me with the knowledge, skills and experience needed to undertake a position of this kind effectively. Secondly, I am familiar with the mission, role and corporate practices of my current organization and believe that my values are consistent with those of your organization and also expect to learn many new things from you.

CA Ankit Goel