



# CA. Neha Goyal

## CONTACT DETAIL

<b>Address</b>	
Neha Goyal D/o Sh. Mahesh Chand Gupta House No:- 165, Green City, Dhakoli, Zirakpur	
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## CAREER OBJECTIVE

To work in an organization where I can develop by contributing to the realization of Organizational goals and thereby making the optimum utilization of my skills and expertise and my primary objective is to be a hardworking economic asset to an esteemed Organization and sincerely strive for continuous up-gradation of my knowledge and self-talent.

## PROFESSIONAL EXPERIENCE

Currently working with Indusind Bank from 06.12.2023 to till date as Branch Head (Grade DVP-1) in Sector 20, Panchkula, Haryana.

Worked with Kotak Mahindra Bank from 23.06.2022 to 04.12.2023 as Associate Vice President (AVP), handled Government Banking Business of Haryana State.

Worked with ICICI Bank from 02.01.2013 to 10.06.2022 as Chief Manager-I, Relationship Manager-GBG. In ICICI Bank, I had handled below Departments too:-

- Have worked as a Team Leader of Taxation Department, DRE Loans & Transactions Department with a team of 10 persons.
- Have worked as a Team Leader of Clearing Department and handled clearing related activities of all branches of our region (approx. 173 branches) with a team of 6 persons.

Worked at Avnish Sharma & Associates, Panchkula as Accounts Manager from 1<sup>st</sup> December, 2011 to 30<sup>th</sup> September 2012 where I handled below mentioned tasks-

- Independent handling of all Clients including book writing of many Concerns and Companies on Software's like Tally, Busy, Margwin etc., Finalization of Balance Sheet of Companies etc., Filing of Income Tax Returns, Service Tax Returns, TDS Returns and ROC Returns and preparation of Audit Reports, Project Reports and CMA Data.

## ***EDUCATIONAL QUALIFICATION***

### **PROFESSIONAL (CHARTERED ACCOUNTANT)**

DEGREE	INSTITUTE	Year of Passing	% Marks
CA Final	ICAI, NEW DELHI.	Nov 2011	57
CA Inter/ PE-II	ICAI, NEW DELHI.	Nov 2009	56
CPT	ICAI, NEW DELHI.	May 2007	77

### **ACADEMIC**

DEGREE	BOARD/ UNIVERSITY	YEAR OF PASSING	CGPA
B.Com.	Punjab University- Chandigarh	April 2009	71.28%
Std XII	CBSE	March 2006	87.40%
Std X	CBSE	March 2004	78.60%

- Got Distinction in CPT by scoring 154 marks.
- In B.Com, I got the highest marks in Accounts in my college, Govt. College for Girls, Sec- 11, Chandigarh which is affiliated to P.U.

## ***TRAINING EXPERIENCE***

### **ARTICLESHP TRAINING**

NAME	PERIOD
Avnish Sharma & Associates-ARTICLESHP TRAINING	2007 –2011

### **SYNOPSIS OF CLIENTS SERVED**

<u>S. No</u>	<u>Company</u>	<u>As</u>	<u>Audit Area</u>	<u>Work performed</u>
1	State Bank of Patiala	Team Leader	Statutory Audit	Checking of Balance Sheet Items, Loan Accounts, Tax Audit Items and all. Preparing LFAR, Tax Audit Report and other Reports.
2	Candor Bio tech Ltd. (Manufacturer of Drugs)	Team Leader	Statutory & Tax Audit	Balance sheet items checking and review of compliance with accounting standards and other Acts, Ledger Scrutiny and Checking of all Tax Audit items.
3	Arion Healthcare (Pharmaceutical Concern)	Team Leader	Tax Audit	Balance sheet items checking and review of accounting standards, Ledger Scrutiny and Checking of all Tax Audit items.
4	Eureka Forbes Ltd (Trading in Water Purifier, Vacuum cleaners, security System etc.)	Team Member	Internal Audit, Stock Audit	Review of the system of internal controls and procedures in different areas, expenses vouching, variations from budgeted expenditure, proper compliance of company policies, Physical Verification of fixed Assets and preparation of Reconciliation report with the Fixed Assets register. Physical verification, ageing of stores and spares at various location of eureka forbes

				Ltd & also their franchises
5	DAV College- Chandigarh	Team Member	Statutory Audit	Finalisation of Balance sheet, Review of proper utilisation of Grant received.

Apart from the Audit and special Assignment, I was also involved in various other activities and some of them are listed below:

- Preparation and maintenance of 'Statutory books of Accounts' and Financial Statements in compliance with Indian Accounting Standards and other prescribed Laws.
- Prepared Income Tax, TDS Returns, Service tax Returns and ROC Returns and preparation of project reports/ CMA data for financing new project and working capital requirements of the organization.

## ***COMPUTER PROFICIENCY***

1. Sound knowledge of MS- Office – Word, Excel & Powerpoint applications & Tax Package like Compu Tax, Compu Tds and Compu Serve.
2. Sound knowledge of Finacle 10X, FCRM, Traces and other related applications.
3. Having operating knowledge of Accounting Software Tally 7.2, Tally ERP 9, Tally Prime, Busy Win and Marg.

## ***KEY SKILLS***

- 1 Quick learner and ability to work efficiently.
- 2 Good Communication Skills.
- 3 Believe in taking well calculated decisions
- 4 Analytical Abilities and Leadership qualities.

## ***HOBBIES AND INTERESTS***

- 1 Listening Music.
- 2 Interested in visiting new places and reading fiction books.

## ***PERSONAL DETAILS***

- 1 Father's Name : Sh. Mahesh Chand Gupta
- 2 Date of Birth : 28-07-1989
- 3 Marital Status : Married
- 4 Permanent Address : H.No. 165, Green City, Dhakoli  
Zirakpur