**KHYATI GOEL**

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**FINANCE PROFESSIONAL**

***MIS ● Budgeting ●Finance & Accounts ●Tax ● Auditing● Process Management● Financial Analysis***

Result oriented professional with expertise in leading highly competitive situations,targeting assignments in Finance and Accounts department

**PROFILE SUMMARY**

* A dynamic professional with 16 Years + experience Cost Accounting, and Financial Reporting & Analysis and Teaching.
* Extensive experience in Accounting processes.
* Good organizer with planning and problem-solving skills.
* Skills in developing interpersonal relationship, quick decision-making ability and out of the box notions.
* Well aware of quality standards specified by various firms relating to Service level agreements, Total Quality Management & Planning.

***~MIS, Budgeting & Reporting ~Taxation ~Fund Planning***

***~Accounts & Finance ~Auditing ~Financial Management***

***~Financial Analysis ~ Process Management ~ Team Management***

* Conducting financial analysis of Balance Sheet, Profit & Loss A/c, Expense Forecasts and Cash Flow Statement
* Accounting for confidential data (Payroll/ Cash bonus accrual) across countries and businesses
* Motivating and guiding team members toward successful outcomes and attainment of the business objectives
* Providing training to junior team members and new recruits to take up responsibilities and inculcate strong focus on compliance of policies & regulations and internal controls
* Expertise in consolidation and analysis of financial data; developing budgets, forecasts, MIS and other financial reports
* Expertise in optimising budgetary planning and control
* Experience of implementing policies, procedures and guidelines concerning the company’s Finance, Admin and HR – Headed Finance, Admin and HR department for 2 years
* An effective communicator with excellent interpersonal skills with proficiency in understanding complex financial data
* Demonstrated excellent auditing skills in execution of audits including on-time conduct of audits with minimal supervision

**CORE COMPETENCIES**

* Mapping business requirements, understanding business process, study and analyse workflow to design solutions and preparing functional specifications
* Undertaking process automation initiatives viz., transaction accounting and process documentation
* Preparing and explaining monthly profit & loss projections; establishing product line profit & loss statements to identify opportunities and risks
* Handling and preparing annual budgets, monthly forecasts and strategic plans
* Presenting monthly management reports on cost benefit analysis, productivity analysis and cost variance analysis
* Creating an integrated financial model, consolidating and verifying all business assumptions
* Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the monthly closing process

**WORK EXPERIENCE**

**July’18 - Aug’20 The Reading Tree School as Kindergarten Teacher and Admin In charge**

* Lead Teacher in the academic session for Playgroup.
* Planning, Implementing and executing the day-to-day activities of the students.
* Engage in various activities which help them in overall wellbeing and academic proficiency.
* Managing the entire admin work.
* Organize learning material and resources
* Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children’s abilities
* Maintain an open line of communication with parents and provide appropriate information
* Assess students’ performance and progress to ensure they are mastering the skills on regular basis
* Monitor children’s interactions and nurture cooperation and sharing
* Follow and comply with teaching standards and safety regulations

**Dec’16 - Apr’18 Citi Corp. Services India Private Ltd as Manager**

**Key Result Areas:**

**Major Activities Geographic Revenue Attribution (Transfer Pricing):**

* Working in ambiguous situation and giving resolutions to all problems
* Effective management of revenue sharing BAU process and ensuring all deliverable are met as per agreed PLA
* BAU management of Revenue Sharing process
* Lead the team and keep them motivated
* Senior Management Reporting
* Participate in strategy session with Global Process Owner and Global Process Lead and execution at process level
* Work closely with Global Process Lead in managing the overall revenue portfolio
* Manage senior stake holder in Controllers and FP&A groups and lead various calls
* Booking accruals, posting management results, perform cash settlements and various reconciliations
* Managing audits, prepare compliance documents, prepare all Risk & control related Docs like SOPs, flowcharts etc.

**Oct’10 – Dec ’16 Creative IT India Pvt. Ltd., Navi Mumbai as Manager – Finance & Accounts**

**Key Result Areas:**

* Preparing and formulating annual budgets and quarterly forecasts
* Determining difference between projected and actual results and implementing corrective actions
* Maintaining MIS reports and evaluating the same for facilitating decision making process
* Participating in financial reporting/consolidation, treasury and funding
* Co-ordinate with larger cross functional teams including CEO, COO, CFO and VP
* Assessing compliance with jurisdictional and governmental tax regulatory requirements, financial accounting & auditing standards and company policies; ensuring company’s assets are safeguarded
* Supervising & controlling accounts and finance department and co-ordinating with all units for maintenance of accounts and tax returns
* Managing timely delivery of Internal audit, Tax and Statutory audit, Transfer Pricing audit
* Handling end to end Tax Assessments
* Liaising with banks for forward contracts and fund planning
* Successfully restructured salary
* Managing multiple assignments in line with a risk-based approach to auditing

**Highlights**

* Provided information on financial status by preparing special reports such as Wrap rate, Budgeting, MIS, Project profitability statement
* Handled monthly financial forecasts, cost management and financial reporting processes
* Received award for excellent performance in the company
* Implemented Fixed Asset Register (FAR) of last 7 years with tagging of assets

**Jan’06- Sep’10 K.K. Mankeshwar and Co. (Chartered Accountants), Mumbai as Manager (Finance and Accounts)**

**Key Result Areas:**

* Handled Internal Audit, Statutory Audit, VAT Audit, Audit of Trusts and Clubs and Bank Audit
* Assisted partners in reviewing financial statements and preparing audit reports and management representation letters
* Served as active member of team that executed Statutory Audits in line with Audit Manual and Auditing standards

and legal and tax regulations

* Performed Statutory Audits as per Indian Accounting Standards, Quarterly Reviews of listed and unlisted clients and

Tax Audits as per the Income Tax Act

* Monitored incorporation work of companies with Registrar of Companies (ROC)

**Highlight**:

* Bagged Fast Track promotion and appointed as Manager

**ACADEMIC DETAILS**

Pursuing C.A. Final, ICAI, New Delhi

Pursuing MBA Finance (1st Year), NMIMS University

2006 M.Com, Nagpur University

2003 B.Com, G.S. College, Nagpur University

2000 12th,LAD College, Nagpur, Maharashtra State Board

1998 10th, Paranjpe NEERI School, Nagpur, Maharashtra State Board

**Other Courses:**

* General Management and Communication Skills conducted by The Institute of Chartered Accountants of India
* SAP FICO Module

**EXTRAMURAL ENGAGEMENTS**

* Took active participation in various CA Students Conference in India& Elocution Competition of CA students in Nagpur
* Presented paper in CA Students Regional Level Conference
* Served as Girls Chief Prefect in school
* Received various medals in sports
* Associated with NGO activities

**IT SKILLS**

* Conversant with Microsoft Office, Tally, Super Accountant & other Accounting Packages

**PERSONAL DETAILS**

Date of Birth: 10th June, 1982

Residential Address: C-405, Flora Building, Hiranadani Estate,Ghodbunder Road,Thane (W)-400607

Languages known: English, Hindi, Gujarati and Marathi