

CA Neha Goel

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Seeking challenging assignments in Finance / Taxation / Audits / Accounts/ROC Matters with a growth oriented organisation

PROFESSIONAL SYNOPSIS

- Comprehensive exposure in handling Tax / Statutory Audit assignments within the time & cost budgets, pre-defined guidelines for implementing necessary recommendations.
- Well versed with all Accounting Standards, Auditing Guidelines.
- Exposures in conducting Verification / Inspection of Books of Accounts / Statutory Records like Provident Fund, Employees State Insurance, Tax Deducted at Source, etc. for detecting any possible irregularity and impropriety; as well as reporting & presenting to the Board / Audit Committees.
- Extensive knowledge about various Financials including Balance Sheet, Trial Balance, Statement of Profit & Loss, Cash Flow Statement, etc.
- Well versed with Consolidation & Finalization of Accounts within time, budget as well as the calendar schedule.
- Handled team of 5 to 7 people effectively.

ARTICLESHIP & EMPLOYMENT

M/s Kansal & Shiva Associates, Sahibabad from Aug, 2008 to Feb, 2012

M/s Neha Singhal & Associates as Proprietor

Presently Partner in Puneet Goel & Co. from 2013 till date.

CLIENTELE HANDLED

DIRECT TAX MATTERS

- ✓ Preparation, Planning & E – filing of Individual, NRI's, Firm, Trust and Corporate Income Tax Returns
- ✓ Opinions on Individual Direct Taxation related matters
- ✓ Scrutiny u/s 143(3) of the Income Tax Act, 1961.
- ✓ Rectification matters handled wrt demand raised by IT - CPC, Bangalore by issuing intimation u/s 143(1).
- ✓ Refund matters
- ✓ Certification wrt Payment made outside India through Form 15CB & also filing of Form 15CA
- ✓ TDS Returns

INDIRECT TAX MATTERS

- **VAT matters**
 - ✓ Registration under DVAT & CST Act.
 - ✓ Assisting in Preparation & Finalisation of Computation of DVAT/CST liability.
 - ✓ Filing of DVAT & CST Returns
 - ✓ Issuance of CST Forms
 - ✓ DVAT Audit

- ✓ Assessment under DVAT.
- **Service Tax matters**
 - ✓ Registration under Service Tax
 - ✓ Filing of Service Tax Returns
- **Excise Matters**
 - ✓ Returns under Central excise and Register Maintenance
 - ✓ Audit/ Assessments under Central Excise Act.
- **GST Matters**
 - ✓ All Compliances under GST Act
 - ✓ Audit under GST Act
 - ✓ All other matters related to the Act e.g Registration, Cancellation, Department, Replies to the Notices etc
- **Company Law Matters**
 - ✓ Company incorporation, LLP Incorporation and filing of various forms.
 - ✓ Annual compliance under Companies Act.
- **COMPANY LAW MATTERS**
 - ✓ Company Incorporation (including DIN compliances, Digital Signature related compliances etc.)
 - ✓ ROC Search in India
 - ✓ Company Annual compliances with ROC wrt filing of forms

IT SKILLS

- Well versed with Windows, MS Office (Word, Excel, Power Point), Tally, Internet Applications and Tax Softwares.

TECHNICAL TRAININGS & CERTIFICATION

- 100 hours of Information Technology Training by Institute of Chartered Accountants of India ("ICAI"), New Delhi, 2010.

PROFESSIONAL QUALIFICATION

- Chartered Accountancy (**CA**) from ICAI – Final Both Group in May, 2012 with 60% marks (Exemption in 5 subjects out of 8 subjects).
- Chartered Accountancy (**CA**) from ICAI – PCC in May, 2010.
- Chartered Accountancy (**CA**) from ICAI – CPT, 2008.

ACADEMICS

- **B.Com.** from Delhi University, 2011 with 59.22%.
- **12th Standard** from Sarvodya Kanya Vidyalaya, CBSE, Delhi, 2008 with 79.80%
- **10th Standard** from, Sarvodya Kanya Vidyalaya, CBSE, Delhi, 2006 with 76.00%

PERSONAL DETAILS

- Date of Birth : 26th March, 1991
- Address : C-25, Street No.1, Bhajanpura, Delhi-110053
- Languages known : English & Hindi
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Leisure Interest : Listening Music