



ANKITA GOEL
CA, B.Com

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Phone No:- 7503685193

Dear Sir/Madam

Keeping in view the reputation of your esteemed organization in terms of healthy work culture, bright future prospects. I really motivated to apply here.

I believe in hard and smart working, having positive attitude towards work. I believe in team working for attaining organizational and personal goals. I want to become a part of this organization and do help in achieving high growth and success. I want to provide assistance to you in maintaining your pinnacle position.

I shall feel obliged if you can kindly consider my candidature favorably. I shall be readily available for any test/ Interview that you may intend to conduct.

Thanking you in anticipation for reading my covering letter.

With Regards

Yours Faithfully

Ankita Goel

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Enclosure of resume:

Ankita Goel

Chartered Accountant, B.com

OBJECTIVE

To pursue the challenges & growth oriented career and enhance academics, professional skills to contribute in the value addition of the Organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

PROFILE

Accurate and immensely motivated in accounting and taxation .Highly skilled ,having **3+ years** of experience in accounting journal entries, finalization of balance sheet , preparation of Income tax returns, projected balance sheet ,conducting tax audit , ledger scrutiny. Having the ability to work in a team and also with in a fast and dynamic environment.

PROFESSIONAL OBJECTIVE

Looking for an accounting & tax management position where I can utilize my skills & experience to build company growth and my own professional growth.

QUALIFICATION

Course	Passing Year	Name of University/Institute	% of marks obtained
CA Final (Group 2)	July , 2021	ICAI	53%
CA Final (Group 1)	Nov , 2019	ICAI	52%
B.Com	2016	Delhi University (SOL)	61.5%
12 th Board	2013	C.B.S.E	86.23%

ORGANIZATIONAL EXPERIENCE

Firm Name	Duration	Position
M/s Vikas Yati & Associates	Dec 20 – May 21	Audit Executive
M/s Vikram Kapoor & Associates	May 19 – Sept 19	Audit Executive
M/s N. Bhushan & Company	Oct 14 – Oct 17	Article Assistant

Accounting & Finance	<ul style="list-style-type: none">▪ Independent execution of assignments, from planning till finalization offinancial statements of Companies, Partnership Firms and Individuals.▪ Preparation of Projected Balance sheet & Provisional Balance sheet by ratio analysis▪ Preparation of Consolidated Financial Statement with merging all Subsidiaries & Associates Financial Statement.
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Direct Taxation	<ul style="list-style-type: none"> ▪ Computation & Filing of Income Tax of Corporate & Non Corporate Clients. ▪ Tax Audit of Various Clients ▪ Filing of TDS Returns, issuance of Form 16 & Form 16A & Correction statements ▪ TDS Receivable reconciliation with Form 26AS and Income & TDS Payable reconciliation with Expenses ▪ Projected tax Liability & Calculation of Advance Tax Liability
Indirect Taxation	<ul style="list-style-type: none"> ▪ Work exposure of obtaining GST Registration ▪ Prepared and finalized GST returns i.e GSTR 1, GSTR 3B ▪ Conducted reconciliation of GSTR 2A, 2B with books of Accounts ▪ Prepared and finalized GST Annual Return ▪ Conducted and drafted report on GST Audit
ROC Filings	<ul style="list-style-type: none"> ▪ Preparation and filing of Annual Return of Private Companies ▪ Filing of Financial Statements of Private Companies with Registrar of Companies
Audit	<ul style="list-style-type: none"> ▪ Statutory Audit of Various Companies, Firms & Proprietors ▪ Reviewing of Accounts as per Accounting Standards, and as per Income Tax ▪ Preparation of Audit Report in compliance with standards on Auditing issued by ICAI ▪ Conducted Ledger Scrutiny & prepared Bank Reconciliation Statement ▪ Conducted Physical Verification & checking of Fixed Assets Register & depreciation thereon

COMPUTER PROFICIENCY

- Proficient in MS Office [MS Word, MS Excel & MS PowerPoint.]
- Well versed with Accounting software Tally
- Knowledge of Busy Software, Zen IT, Computax

PERSONAL DETAILS

Date of Birth : 22nd June 1996
Father's Name : Mr. Manish Goel
Languages known : Hindi, English

I hereby declare the above Information is true & Authenticable to the best of my knowledge.

Date:
 Place: Ghaziabad

(Ankita Goel)