



VITESH GOYAL

FINANCE AND ACCOUNTS PROFESSIONAL

EDUCATION

Symbiosis Centre of Distance Learning, Pune, Maharashtra

2010 - 2012

PGDBM, Finance

Dungar College, Bikaner, Rajasthan

2001-2003

B. Com

WORK EXPERIENCE

Company: Government of Bihar

Project: Implementation Support Agency (ISA) for State Council of Education Research Training (SCERT) towards enhancing teacher effectiveness

Funded By: Government of Bihar and The World Bank

Position Title: Consultant – Accounts

Location: Patna, Bihar

Duration: February 2021- on going

Managing Statutory Audit from Accountant General, Bihar and Submission of Detailed Contingency (DC) Bills to AG office, Providing financial information to the Internal Audit and preparing analysis report, Liaisoning with various stakeholders for implementation of project, Providing input to State Council of Research and Educational Training, Patna to the Budgeting and Financial Review of the project as per the structure of government policies, Facilitating State Council of Educational Research and Training on Budget management for Plan of Action for the financial years, Regularly Updating SCERT about the new financial regulations and policies that may affect the budget management, Organizing External Audit at Accounts General Office on behalf of State Council of Educational Research and Training, Education Department, Government of Bihar.

Company: Songold Agrochem Pvt. Ltd.

Location: Patna

Position Title: Manger – Accounts

Duration: September 2020 – February 2021

Review different MIS reports and discuss it with MD, Cost Analysis on regular basis, Prepare the cost sheet for fixing the price of new products, Review the lab reports and other Quality Parameters related with Raw Materials, Other Manufacturing Items and Finished Goods, Review of the Accounts Receivable / Accounts Payable list and follow up for the payments, Handle the pledge of the Raw Materials and Bills Discounting from Banks, Review the Reorder Level on regular basis of all the locations, Working as an associate with MD for matters related with Sales and Purchase, Visit Branch office, Factory, Depot and Processing units for internal audit purpose and Quality Check on regular basis, Handle Centralized Purchase of Raw Materials, Spare Parts, etc.

PROFILE

An astute Finance and Accountant Professional with more than 16 years of work experience. In span of 16 years worked for organizations working across education, health, construction and Finance. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Good written and verbal communication skills.

Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking.

D.O.B

9th August-1978

PERMANENT ADDRESS

5-E-47, Mahendra Villa,
Jai Narayan Vyas Colony,
Bikaner (Raj.) 334003.

PHONE:

+91-9116039177

WEBSITE:<https://www.linkedin.com/in/vitesh-goyal/>

<https://www.facebook.com/viteshgyl>

<https://www.facebook.com/viteshgyl>

EMAIL:viteshgyl@gmail.com

PRESENT LOCATON

Patna, Bihar

Company: IPE Global Private Ltd.

Project: Implementation Support Agency (ISA) for State Council of Education Research Training (SCERT) towards enhancing teacher effectiveness

Funded By: Government of Bihar and The World Bank

Position Title: Consultant – Accounts

Location: Patna, Bihar

Duration: July 2017- July 2020

Managing Statutory Audit from Accountant General, Bihar and Submission of Detailed Contingency (DC) Bills to AG office, Providing financial information to the Internal Audit and preparing analysis report, Liasoning with various stakeholders for implementation of project, Providing input to State Council of Research and Educational Training, Patna to the Budgeting and Financial Review of the project as per the structure of government policies, Facilitating State Council of Educational Research and Training on Budget management for Plan of Action for the financial years, Regularly Updating SCERT about the new financial regulations and policies that may affect the budget management, Organizing External Audit at Accounts General Office on behalf of State Council of Educational Research and Training, Education Department, Government of Bihar, Coordinating for GST registration and return filing of the team of Consultants hired on board, Facilitating other administrative issues related to project - Managing Administrative and Finances of Workshop, Vendor Billing and reconciliation, procurement and logistic arrangements, Office management.

Company: Spatial Decisions

Location: New Delhi

Position Title: Manger – Accounts & Administration

Duration: April 2016–June 2017

Maintaining of A/c's of company as well as personal, Project Accounting, , Monthly Taxation, MIS, Assessment of Service Tax & Return filing, Assessment of TDS & Return filing, Archiving and Filing Project Contracts, Correspondence, Invoicing, Payment follow-ups, Daily team monitoring and reporting, Filing and maintaining HR forms, Policies, Staffing Information, Cash Book Checking

Company: M/s Ramesh Kumar Bansal

Location: Jaipur, Rajasthan

Position Title: Manager (Accounts and Admin)

Duration: September 2015–March 2016

Reconciliation of Vendor's & Bank's account, Liasoning with Bank and other Government Department, Preparing different MIS reports for Management; Managing Accounts Team, Handling matters related to Assessment of Service Tax & Return filing, Handling matters related to Assessment of TDS & Return filing, Handling matters related to PF & other Labour Laws, Checking the site's impress on daily basis, Prepare salary of the employees

Company: Jodhpur Healthcare Pvt. Ltd (Hospital)

Location: Jodhpur, Rajasthan

Position Title: Assistant Manager (Accounts & Finance)

Duration: March 2014–April 2015

Liasoning with Bank and other Government Department, Preparing different MIS reports for Management; Preparation of Voucher and entering the transaction into Tally, Handling matters related to Assessment of Service Tax & Return filing, Handling matters related to Assessment of TDS & Return filing, Verify the invoices with receipt of material at stores, Prepare Vendor payment cheques, Prepare salary of the employees, Reconciliation of Vendor's & Bank's account, , Handling Cash transactions of the hospital & site

Company: A2Z Maintenance & Engineering Services Ltd

Location: Gurugram, Delhi NCR

Position Title: Executive-Commercial

Duration: May 2011–February 2014

Preparation of MIS report for the purpose of Projects Analysis, Handling matters related to Assessment of Sales Tax & Return filing, Verifying the invoices with receipt of material at stores, Vendor's & Impress finalize accounts, Checking the site's impress on weekly basis, Issuing C & D Form on quarterly basis, Prepare payment request of Vendor's (mode of LC / Cheques, DD / VF / RTGS), Verify the site's store material on tour visit, Preparation of Profitability sheet as per Projects, Reconciliation of Vendor's account

Company: Karvy Computershare Private Limited -

Location: Bikaner, Rajasthan

Position Title: Branch Manager

Duration: May 2008–April 2011

New Client Acquisition; to coordinate with Head Office and Regional Office and Staff, Manages Branch Accounts and all activities of Branch, Handling Back Office Activities

Company: Karvy Stock Broking Limited

Location: Bikaner, Rajasthan

Position Title: Officer

Duration: December 2006–April 2008

Responsible for On-line Dealing on Trading Terminal, Handling New Client Acquisition and certain Back Office Activities

Company: Spatial Decision

Location: New Delhi

Position Title: Project Coordinator (Accounts)

Duration: April 2006–November 2006

Preparing project utilization reports as per the requirement of the donors, clients, Handling statutory filings with respect to Registrar of Companies and Income Tax, Assisting the Chartered Accountant in preparing balance sheets, profit and loss, trial balance of the organization, Liaison with Bank Staff; Manage staff travel and other logistics of the organization, Preparing form 16 for all employees, Prepare bank reconciliation statement with the accounts, Handling Accounts & Invoicing Issues for the organization

Company: Anita Fincap

Location: Bikaner, Rajasthan

Position Title: System Administrator
Duration: October 2004–March 2006

Office Administration, Handling of all the computers, Compliance Officer of NSDL & managing all works related to depository, Managing all activities of Office in the case of absence of Higher Officials, Co-ordination with Main Broker's Office at Indore

SKILLS

Standards of accounting - Advance Level-9 years
Book keeping – Basic Level-5 years
Knowledge of regulatory standards.
General business knowledge.
Software proficiency.
Data analysis.
Attention to detail.
Effective communication.
Critical thinking.

LANGUAGE PROFICIENCY

English – Speak, Read and Write
Hindi – Speak, Read and Write

OTHER EXPERIENCE

- **Worked at NIIT as Faculty and Corporate faculty for 5 months with the responsibilities of teaching MS Office and Computer Basics to the students**

AWARD RECOGNITION

- **One-year Diploma in Network Centered Computing from NIIT**
- **Certificate in Computing from IGNOU**
- **Certificate in Certified CSR Professional from ICSI.**
- **Passed NCFM- Depository Module, Capital Market & F& O, Compliance (Broker) Module, Commodities Module, Surveillance Module, AMFI Module, Currency Derivatives Module from National Stock Exchange.**
- **BCSM from Bombay Stock Exchange**