



Ajay Goenka

CONTACT ME

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EDUCATION

Chartered Accountancy

C. A Intermediate

Group I – 60%
Group II- Exemption in Financial Management & Advance Accounting

B. Com (Hons.)

Umes Chandra College (Salt Lake)
2017-2020

Higher Secondary

Julien Day School
2015-2017

SKILLS

MS Office

Book Keeping

Time Management

Leadership

Tally

WORK EXPERIENCE

Accounts Manager

August 2023 - Present

ESP Vibrant Events LLC - DUBAI, UAE

- Established **Tally ERP accounting** system to reflect accurate financial records.
- Managed and oversaw the daily **operations of the accounting** department.
- Oversaw proper maintenance and dissemination of **filing documentation** as well as records and reports for review by various departments.
- Filling of **Vat return**, preparation of Vat Returns workings.
- Preparation of **Monthly Payroll** and Disbursement of Wages & Salaries.
- Events Wise Computation of P&L Statement
- Preparation of Estimate Cost sheet, **Proforma Invoice and Tax Invoices**
- Preparation of **Bank Reconciliation Statement**
- Follow up of **Payments from Clients**.

Account Assistant

June 2022- July 2023

Janakidas Consultancy LLP & Sunil Kumar Jain & Associates

Accounting & Book Keeping

- Established **Tally ERP accounting system** to reflect accurate financial records of clients.
- Finalized of books of accounts** clients as per applicable AS.
- Prepared and **filed TDS and TCS returns** for clients.
- Filling Of GST Returns** Monthly and Quarterly GSTR -1 & GSTR-3B . Annual Returns- GSTR- 9 & 9C

Internal Audit

- Developed understanding of **company audit methodology**, approach and tools while working under supervision of licensed auditors.
- Identified major risk areas and gaps in internal controls, process notes and risk control matrices to plan and **perform audit procedures**.
- Developed audit program** and lead teams of junior articles to finalize audit reports.
- Monitored department compliance with laws, regulations and codes..


Statutory & Tax Audit


- Drafting audit reports** in compliance with Standards on Auditing.
- Performing audit procedures, and **vouching of sales, purchases, expenses, BRS, etc.**
- Review of depreciation schedule and Fixed Assets Register.**
- Finalization of Books of Accounts** and SFS / CFS as per applicable AS.
- Completed audit papers by thoroughly **documenting audit tests** and findings.
- Prepared working papers**, reports and supporting documentation for audit findings.
- Filling Of Tax Audit Report and Income Tax Return Filing**


Certification & Secretarial Work

- Preparation Of **ROC Compliance Forms** - AOC-4, MGT -07, Form-11. **NBFC Compliance** - Filling of DNBS-3,10 & 13 and Monthly Compliances.
- Handled outsourced work for **certification of Turnover, Net Worth and related** financial indices for CA firms.

LANGUAGES

English 

Hindi 

Bengali 

INTERESTS

Social Work

Music

Movies

Travelling

Volunteering

INDUSTRY EXPOSURE

Banking | Real Estate |
Construction | Textile | Retail |
Food Processing | NBFC |
Industrial Equipments | Events

Article Assistant

De Chakraborty & Sen

January'2020 –May 2022

Tax Audit, Direct Tax & indirect Tax

- **Filling of Income Tax & GST returns** from Data provided by clients
- Used appropriate adjustments, deductions and credits to keep client's taxes to minimum.
- Obtained **GST registration** for individuals/companies and filed various GST returns
- Coordinated and completed annual **Tax & GST audits of clients.**
- Conducted audit of various branches including **Personal Banking Branch, Stress Management Branch & state's largest branch. (State bank of India).**
- Conducted audit of various segments including **advances, deposits, forex management, fraud reporting,**
- Assisted in the discovery of **fraudulent sanction of loans during audit.**
- Conducted **Audit of Multiple Insurance Companies (LIC and NIC).**
- Conducted Audit of various Government Undertaken Departments.

Internal Audit, & Concurrent Audit

- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Verifying compliance with various laws including **Income Tax, GST, Companies Act, PF, ESI, TDS, and TCS.**
- Conducted **physical verification of fixed assets and inventories.**
- Conducted Bank Audit of Multiple Banks

Article Assistant

Feburary'2019 –December'2019

P.D.Rungta & Co

- Audit work for 15+ Clients and GST Data preparation.
- Income Tax Return filled ROC compliance of companies. Performed Audit's like: Statutory Audit, Tax Audit, Quarterly Audit, Stock Audit, and Portfolio Verification Audit.
- Performed Audit's of **Life Insurance Corporation of India (LIC) &IDBI Bank**

FREELANCE

- Experience in Handling Personal Clients in Various Business Fields Like- {Work profile includes complete bookkeeping and tax compliance}
- Clothing Business (Turnover1.5 Cr) – Shree Synthetics, Shree Ranisati (Proprietorship Firms)
- Tyre & Tubes Business (Turnover above10Cr)- SS Tyre & Tubes (Proprietorship Firm)
- Sanitary Business (Turnover 2Cr) -Shree Hanuman Enterprises (Proprietorship Firm)