



# 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: Pricewaterhouse Coopers Pvt. Ltd. (PwC India)**  
**Project: Supporting Andhra's Learning Transformation (SALT) project**  
**Funded By: Government of Andhra Pradesh and World Bank**  
**Position Title: Senior Associate**  
**Location: Vijayawada, Andhra Pradesh**  
**Duration: June 2024 – Present**

Responsible for managing accounting of the project expenses; Contribute in development and facilitation of Annual Work Plan (AWP); Preparation of annual action plans, budgets and MIS; Facilitate relevant guidelines for State Assessment Centre; Preparation of Financial and Accounts Manuals and SOPs (Standards Operating Procedures); Review financial documents; Recommend financial audit check and review the financial statements; Develop and suggest accounting system; Preparation of financial reports (IUFs) and year-end financial statement; Develop standardized, transparent and rigorously auditable procurement processes; Develop procurement framework and build capacities on procurement and contract management; Develop strategies to strengthen the existing e-procurement model; Deliver procurement advice to Samagra Shiksha during project delivery, including but not limited to: development of business cases, procurement strategy, evaluation criteria, tender documentation; Provide necessary procurement support and perform all tasks pertaining with complete procurement process; Provide support in bid process management, post publication of the RFP which will also include issuing of RFP/EOIs, responding to pre-bid queries, corrigendum, evaluation of bids and development of contract documents; Support management of supplier relationship and negotiations, if required; Documentation of best practices.

**Company: Australian Council of Educational Research**  
**Project: Chhattisgarh Accelerated Learning for a Knowledge-Economy (CHALK) project**  
**Funded By: Government of Chhattisgarh and World Bank**  
**Position Title: Financial Management Specialist**  
**Location: Raipur, Chhattisgarh**  
**Duration: January 2024 – May 2024**

Reviewing and analyzing financial records, reports, and statements to ensure accuracy and compliance, Establishing and maintaining effective communication with Finance Departments of State MoE and WB to facilitate financial management and reporting processes, Developing and implementing financial plans and strategies to effectively manage expenditures, Creating and maintaining channels

### 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

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Anora Kala, Faizabad Road  
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### PRESENT LOCATON

Vijayawada, Andhra Pradesh

for the efficient maintenance of finance records and reporting systems, Providing guidance and support in capacity building initiatives related to financial planning, record maintenance, and reporting practices, Coordinating and facilitating both internal and external audits to ensure regulatory compliance and financial integrity, Compiling and presenting monthly progress update reports highlighting key milestones achieved during the reporting period, Preparing comprehensive quarterly reports summarizing activities and milestones accomplished.

**Coordinating the compilation of various reports within specified timelines, including:** Development of a Five-year Roadmap for CHALK operation, Establishment of formats/systems for tracking project progress and producing half-yearly progress reports, Drafting TOR for procurement, Eols/RFPs/RFQs, and contract templates, Preparation of half-yearly progress reports in alignment with the predefined results framework used by the World Bank for Implementation Support Reviews/Mission.

**Company: IPE Global Limited**

**Project: Strengthening Teaching-Learning and Results for States.**

**Funded By: Central Government and World Bank**

**Position Title: Financial Mangement Specialist**

**Location: Shimla, Himachal Pradesh**

**Duration: January 2023 – on going**

Responsible for managing accounting of the project expenses; Contribute in development and facilitation of Annual Work Plan (AWP); Preparation of annual action plans, budgets and MIS; Preparation of Financial and Accounts Manuals and SOPs (Standards Operating Procedures); Review financial documents; Recommend financial audit check and review the financial statements; Develop and suggest accounting system; Preparation of financial reports (IUFs) and year-end financial statement; Develop standardized, transparent and rigorously auditable procurement processes; Develop procurement framework and build capacities on procurement and contract management; Develop strategies to strengthen the existing e-procurement model; Deliver procurement advice to Samagra Shiksha during project delivery, including but not limited to: procurement strategy, evaluation criteria, tender documentation; Provide necessary procurement support and perform all tasks pertaining with complete procurement process; Provide support in bid process management, post publication of the RFP which will also include issuing of RFP/EOLs, responding to pre-bid queries, corrigendum, evaluation of bids and development of contract documents; Support management of supplier relationship and negotiations, if required.

**Company: Government of Bihar**

**Project: Rajya Uchhatar Siksha Abhiyan.**

**Funded By: Central Government and Government of Bihar**

**Position Title: Accounts Expert**

**Location: Patna, Bihar**

**Duration: July 2021- December 2022**

Maintaining of A/c's of Council, Maintain the records of funds which comes under RUSA, Responsible for all financial activities of the project, advice on the various compliances related to accounts and taxation, Coordinate with different stakeholders of the project, Coordinate with the Chartered Accountant, Complete knowledge of PFMS & CFMS software, Knowledge of GEM Portal & Bihar Eproc2, Prepare MIS as per requirement of the management of the project, Cash Book Checking, Reconciliation of Vendor's & Bank's account, Liasoning with Bank and other Government Department, Submit the utilization of funds to AG Office for Adjustment in the proper forms & format, File TDS returns.

**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- June 2021**

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, Review the reports and finalize it after discussion with World Bank Officials.

**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.

**Company: IPE Global Limited**  
**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, 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, 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**

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: 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**

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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**

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English – Speak, Read and Write

Hindi – Speak, Read and Write

## **OTHER EXPERIENCE**

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- **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**

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- **Certificate Program in Public Procurement from World Bank**
- **Certificate in SAP, Power BI and Tableau**
- **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**