

Bikash Kumar Mehta

Chartered accountant | B.Com

SUMMARY

Chartered Accountant and B.Com (A&F) graduate with hands-on experience in statutory/internal audits, tax compliance (GST, TDS, ROC), and financial reporting. Proficient in managing audits, leading teams, and ensuring compliance with Indian financial regulations.

EDUCATION

Chartered Accountancy May 2025
ICAI Delhi

Score: CA Final (2024-25): 327/600 (54.5%), CA Intermediate (2019-21): 413/800 (51.6%), CA CPT (2017) : 145/200 (72.5%) (1st Attempt)

B. Com (A&F) Dec 2024
IGNOU Delhi

Score: 690/1200 (58%)

Class XII Dec 2017
Nepal Education Board - COBASS College

Score: 764/1000 (76.4%)

Class X June 2015
Nepal Education Board - IEBS School

Score: 608/800 (76%)

PROFILE

📞 +91 9310535715

✉️ Bikashmehta9208@gmail.com

🔗 <https://www.linkedin.com/in/cabikash>

SKILLS

Accounting Software: SAP, Tally Prime, Tally ERP 9, Genius, Compu tax, Compu TDS

Languages: English, Hindi, Nepali, French (Basic)

Other: Accounting & Financial Reporting, IND AS, Financial Statement Analysis, Adaptability

EXTRACURRICULAR ACTIVITIES, LEADERSHIP AND HOBBIES

- Participated in inter-school and college tournaments (Volleyball, Kabaddi, Cricket, 500m run).
- Volunteered with NGOs on social awareness campaigns.
- Led audit and accounts teams, mentoring for quality and timely outputs.
- Fitness enthusiast; regular at the gym.
- Enjoy playing outdoor sports like Volleyball and Cricket.
- Interested in stock markets, portfolio management, risk assessment, and stress management.

EXPERIENCE

Account and Finance Manager

Hopital du Cinquantenaire (Padiyath Medicity)

Mar 2023 - Mar 2024

Kinshasa, DRC - Africa

A well reputed and 2nd largest public hospital in Africa with 500+ beds.

- Led preparation and analysis of MIS reports and financial statements, ensuring accuracy and compliance with accounting standards.
- Managed import licensing and oversaw end-to-end import clearance procedures.
- Designed and implemented internal control policies, enhancing cash flow management and reducing overdue receivables by 20%.
- Led a team of 4 account executives, optimizing daily accounting operations including bank reconciliations, tax payments, and payroll processing, resulting in a 25% increase in operational efficiency.

Article Assistant → Paid Assistant

Upjeet Kaur & Associates - Ludhiana, Punjab (Oct 2021 - Mar 2023)

Oct 2019 - Mar 2023

Singhal Sunil & Associates - Nirman Vihar, Delhi (Oct 2019-Sept 2021).

Statutory Audit

- Led and executed audits across various industries including Manufacturing, Hospitality, and Retail, gaining extensive industry exposure.
- Performed audit planning, risk assessment and substantive testing of key areas such as Receivables, Payables, PPE, and Finance Costs.
- Conducted vouching and verification of income, expenses, assets, and liabilities; scrutinized ledgers and invoices with proper audit documentation (working papers, sampling).
- Applied analytical procedures (ratio/trend/aging analysis) to detect anomalies and support audit conclusions.
- Drafted and assisted in finalization of CARO 2020, IFC Reports, and Tax Audit Reports (Form 3CA/3CB/3CD) for 15+ clients.
- Carried out 10+ stock audits and physical inventory verification across industries including PSUs like ALIMCO.

Internal Audit

- Conducted Internal Audits for entities like AIIA, identifying control weaknesses and recommending process improvements, while contributing as both a team member and a team lead.
- Performed monthly reconciliations of stock, debtors, and creditors, supporting accuracy of financial reporting and inventory management.
- Ensured timely and accurate statutory compliance with PF, ESI, TDS, and GST regulations on a monthly and quarterly basis as part of internal audit assignment.
- Prepared audit working papers and maintained documentation as per auditing standards, adhering to timelines and scope.

Taxation (Income Tax & GST)

- Provided end-to-end tax consultancy to a diverse clientele including PSUs like India Government Mint (IGM), handling Income Tax & GST compliance, advisory, and departmental representation.
- Ensured GST compliance for 25+ clients including returns filing (GSTR-1, 3B, 7), reconciliations, tax payments, refunds, and GST audits.
- Successfully recovered ₹55 lakh of blocked ITC by representing clients before GST authorities and resolving refund issues.
- Handled TDS compliance for 25+ clients, ensuring timely deduction, deposit, and return filing (24Q/26Q/27EQ) as per IT Act, 1961.
- Handled ROC filings and Companies Act compliance through timely submission of AOC-4, MGT-7/7A, and DIR-12 on the MCA portal.

Concurrent Audit

- Conducted concurrent audits for major banks like SBI, PNB, and cooperative banks, focusing on real-time transaction checks and regulatory compliance.

Accounting & Financial Reporting

- Prepared and finalized books of accounts and financial statements (incl. cash flow) as per Accounting Standards and Schedule III, enhancing financial accuracy and statutory compliance.