


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

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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  Mar 2023 - Mar 2024
Hopital du Cinquantenaire (Padiyath Medicity)  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  Oct 2019 - Mar 2023
Upjeet Kaur & Associates - Ludhiana, Punjab (Oct 2021 - 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.