

CA. SHIV BIST

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Address: Bur Dubai, Dubai, UAE

PROFESSIONAL EXPERIENCE

Baker Tilly Nepal – Audit Manager; Lalitpur, Nepal

Feb 23 – Mar 24

- Conducted Internal Audit as team leader of one of the prominent Teaching Hospitals of Nepal with turnover of ~ 1.31 billion NPR [~ US \$ 9 Million].
- Preparation of books of accounts of various clients.
- Preparation of financial statements on behalf of clients for statutory requirements in compliance with Nepal Accounting Standards.
- Performed detailed audits of company departments, systems, and processes to ensure compliance with established policies, procedures, and regulatory requirements.
- Audit of the financial statements of Medical College & private group of companies for reporting to government agencies.
- Coordinated with Finance Team for proper planning ensure that Loan and Interest obligations are met at quarter end. Preparation of Provisional, Budgeted and forecasted financials to be submitted to the bank.
- Preparation and review of monthly reporting reports such as Revenue reports, Bank Reconciliation, Vendor Ageing reports.
- Performing stock audit to identify the control deficiencies and suggesting recommendations for improvement.
- Maintained thorough documentation of audit procedures, findings, and recommendations, ensuring compliance with auditing standards and facilitating future audits and reviews.
- Preparation of VAT & TDS reconciliation on monthly basis and timely filing of VAT return & E-TDS.
- Scrutiny of General Ledgers to identify discrepancies and recommending correct course of action.
- Oversaw and coordinated day-to-day operational procedures across multiple departments, diligently identifying inefficiencies and presenting recommendations for the adoption of best practices to enhance overall performance.
- Preparation of tax returns of corporations and e-return with the tax authorities.

ARN and Associates – Article Assistant; New Delhi, India

Jun 18 – Aug 21

- Performed Internal Audits of various multinational companies with a turnover of more than 4 billion INR [~ US\$ 48 Million].
- Checked the financial data for accuracy and completeness in accordance with applicable accounting standards.
- Reviewed Internal Controls, Procedures and Policies to identify control weaknesses and provide suggestions for improvement.
- Completed GST reconciliations to identify unrecorded transactions for timely filing of returns.
- Performed physical verification of inventory in locations across India and provided suggestions on store management system.

EDUCATION

Indira Gandhi National Open University [IGNOU] | B. Com [A&F] | New Delhi, India

2022 – 2023

Institute of Chartered Accountants of India (ICAI) | C.A. | New Delhi, India

2016 – 2022

SKILLS & INTERESTS

Technical: Tally ERP, SAP, MiDas Accounting, Excel, Word, PowerPoint

Excel Proficiency: Vlook Up, Xlook Up, Nested IFs, Filter, Index Match & other basic formulas.

Soft Skills: Communicator, Team Player, Leadership, Multi-Tasking

Languages: Professional in English and Hindi; Fluent in Nepali

Interests: Learning Excel, Playing Badminton

Date of Birth: 30/10/1998

Visa Status: Visit Visa, **Last Date:** 03 Sep 2024