

SANIA AMJAD

PERSONAL DETAILS

Address: House # 246 A, Central park housing scheme, Ferozepur road, Lahore

Mobile: 0301-4763581

Email: Saniaamjad3@gmail.com

DOB: 19/09/1995

Nationality: Pakistani

Languages: English, Urdu

KEY SKILLS AND COMPETENCIES

- An excellent understanding of auditing techniques.
- Experience of External audit environment.
- Able to motivate and lead others in a team work environment.
- Ability to work autonomously and as part of a team.
- Analytical and methodical when approaching problems.
- Written and verbal communication skills.
- Eager to increase knowledge base.
- Proficient and well versed with MS office.

PERSONAL SUMMARY

A self-motivated and result oriented professional, with detailed knowledge audit planning, supervision and the preparation and finalization of Standalone financial statements to report thereon in accordance with the IFRS and ISA. A **CA (Finalist)** with 3.5 years of articles from one of the big four firm (**KPMG**).

CAREER OBJECTIVES

I want to be a key resource of a dynamic and growing organization that offers challenging opportunities to grow personally and professionally, gives value to its human resources and rewards performance where I shall contribute to organization's growth and sustainability and use my skills and talent in an effective manner. An exposure gained through auditing business of diversified industries, has helped me in becoming a versatile asset to the company.

QUALIFICATION

Professional Qualification

CA Final (CFAP)	Continue
The Institute of Chartered Accountants of Pakistan (ICAP)	
Certificate in Accounting and Finance (CA Inter/CAF)	2015
The Institute of Chartered Accountants of Pakistan (ICAP)	

Academic Qualification

Intermediate (FSC-pre medical)	1st Division	2012
Matriculation 1st Division	1st Division	2009

PROFESSIONAL SKILLS COURSES

Participated in following training programs

- ✓ IFRS, ISAs and CCG
- ✓ KPMG E-Audit Training
- ✓ KPMG code of conduct
- ✓ KPMG My Performance Development

✓ KPMG Audit Methodology

Online Training programs

- ✓ KPMG Data privacy
- ✓ Difficult Interaction
- ✓ Global Independence
- ✓ Acting with integrity
- ✓ Stress Management
- ✓ Audit Foundation level trainings

Other Qualification

Presentation and Communication Skills Course (PCSC-1)

Rise College Lahore (conducted by ICAP)

KPMG Taseer Hadi & Co. Chartered Accountants

Senior Associate-Audit and Assurance

From August 2016 to January 2020

Role and responsibilities

I have been involved in assisting in the audits of various manufacturing, banking, trading, service, Real Estate and other sector organizations in the capacity of Audit Assistant, Semi-Senior and Senior Associate.

Role and responsibilities comprise managing and coordinating audits of companies including both multinational and local. I have been involved in statutory audits of the organizations under local statutes.

Key areas of experience

The ensuing bullets describe the major tasks I performed during this professional experience:

- Obtaining an understanding of client business and industry, its nature, objectives and strategies to identify key strategic business risks.
- Obtaining an understanding of internal controls and identifying control weaknesses, its risk implications, recommendations and reporting their impact on the financial statements.
- Extensive exposure of the International Financial Reporting Standards (IFRS's) and reviewing financial statements to ensure compliance therewith.
- Training and guidance of the team in planning and performing the audit procedures in accordance with the guidelines of International Standards on Auditing (ISAs) on statutory audits.
- Reviewing the work performed by audit team members and identifying and investigating audit differences and evaluating findings.
- Establishing good professional relationship with the client's management and assisting them to resolve technical issues relating to specific accounting treatment.

- Promoting firm's quality control procedures and policies in order to ensure compliance with independence and ethical requirements as issued by IFAC.
- Conducting and reviewing a number of assurance assignments, which includes planning, organizing, controlling, and reviewing the entire job.
- Preparation of client deliverables such as financial statements, audit reports, board letter and management letter (ML).
- Experience of various accounting software including Oracle, Quick book and well versed with MS office.

I have conducted the audit of following clients at KPMG as senior audit associate:

<i>Sr.No#</i>	<i>Name of Client</i>	<i>Sector</i>
<i>01</i>	Kohat Cement Company Limited	Cement Manufacturing
<i>02</i>	Oriflame Cosmetics (Private) Limited	FMCG
<i>03</i>	Pak kuwait textile Limited	Textile
<i>04</i>	Al-Nasar Textile Limited	Textile
<i>05</i>	MCB Bank Limited	Financial
<i>06</i>	Kohat Cement Company Limited	Cement Manufacturing
<i>07</i>	Trust for education and development of deserving students	Education
<i>08</i>	Punjab Industrial Estate Development and Management Company	Real Estate
<i>09</i>	Enertech Boston Solar (Private) Limited	Power Generation
<i>10</i>	Halmore Power Generation (Private) Limited	Power Generation