

SANIA

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CAREER OBJECTIVE

Seeking challenging and rewarding middle to senior level position in Accounts, Finance and Audit across multinational or local organizations, demanding high standards of quality and providing opportunities to amalgamate my personal achievements with professional goals.

PROFESSIONAL SUMMARY

Proactive and devoted senior adept at collaborating closely with the managers/directors and assuming responsibilities of managing daily activities.

Finalization of audit planning and execution files for the purpose of Quality Control Review (QCR) by Institute of Chartered Accountants of Pakistan (ICAP).

Hands on experience of auditing Manufacturing, Trading, Non-Profit Organization and IT industry clients.

Hands on experience of auditing Standalone and Consolidated financial statements.

Developing plans for external audit assignments.

Leading teams on the ground, reporting directly to the manager and partner.

Report writing for Audit Committees and Management.

Identification of issues related to Financial Reporting & Control Weaknesses and reporting them to top management along with the recommendations to mitigate the identified risks.

Developing and maintaining strong working relationships with clients.

Managed and worked as team leader in performing different assignments.

Planning, execution and completion of audit assignments through preparation of timetables and schedules.

Excellent verbal and written communication skills.

Strong IT skills, including Microsoft Excel, Word and PowerPoint.

EDUCATIONAL BACKGROUND

CA Finalist

3 Papers Passed of CFAP level

- Advanced Accounting and Financial Reporting
- Corporate Law
- Advanced Taxation

The Institute of Chartered Accountants of Pakistan (ICAP)

CA Inter/CAF

2014

The Institute of Chartered Accountants of Pakistan (ICAP)

Matric

2008

B.I.S.E. Lahore

Intermediate

2012

B.I.S.E. Lahore

PROFESSIONAL EXPERIENCE

PERIOD

Nov 2016- to July 2020

DESIGNATION

Audit and Assurance Associate

ORGANIZATION

Rahman Sarfaraz Rahim Iqbal Rafiq
CHARTERED ACCOUNTANTS

CLIENT PROFILE

The **most significant** corporate clients to whom I have rendered the above mentioned services are as follows:

Industry	Client Name
Sugar	The Thal Industries Corporation Limited
	Huda Sugar Mills (Private) Limited
	Almoiz Industries Limited
Pharmaceutical	CCL Pharmaceuticals (Private) Limited
	Nexpharm Healthcare (Private) Limited
Tyre & Footware	Service Industries Limited
Steel	Al Moiz industries Limited
	Dost Steels Limited
Education	Al Karim Education Foundation (Pak Aims)
	Pakistan Institute of Fashion and Design
Construction	Guarantee Construction private Limited
Insurance Broker	Shajar Pak Securities (Private) Limited
Non-Profit Organization	Hamza Foundation
	Tahreek-I-Islah Trust
Miscellaneous	Medequips (SMC-Private) Limited
	Service Industries Capital. (Private) Limited
	Dilsons (Private) Limited

Rahman Sarfraz Rahim Iqbal Rafiq **CHARTERED ACCOUNTANTS** (*A member firm of Russell Bedford International*)

(November 2016 to July 2020)

ASSOCIATE- AUDIT AND ASSURANCE

Being Associate- Audit and Assurance & Business Advisory, my duties and responsibilities included:

Statutory audit and forensic audit.

Obtaining an understanding of the entities, the industry and the environment they operate in and the associated risks.

Performing analysis and review of audit working papers of junior team members and financial statements for forming an audit opinion as per statutory and professional requirements.

Ensuring timely execution of audit tasks with appropriate follow-through.

Planned audit procedures and audit programs based on risks identified.

Performed test of control and execution of detailed audit procedures.

Prepared discussion points and had meetings with the clients.

Finalization of audit work, drafting of audit report, cover letter and management representation letters.

Worked on financial statements.

Preparation of audit files and archival of audit files.

Preparation of quarterly, half yearly and annual financial statements as per the requirements of Companies Act, 2017 and International Financial Reporting Standards (IFRSs).

Ensure the timely and accurate transaction processing of the Payroll, Store, Sales, Fixed Assets, Financial and General Ledger modules.

Ensure compliance with Company policies, Corporate and Tax laws and International Financial Reporting Standards (IFRSs).

Calculation and verification of employees', payroll reconciliations, approving final payments to employees, advance entitlement of the employees etc.

Responsible for the timely reporting of Income Tax (Deduction at source), Sales Tax Return as well as Preparation and e-filing of Salary & Other than Salary monthly and annual Income Tax statements.

Assisting and reviewing the financial budgets.

Prepared management letters identifying control weaknesses, implications and recommendations.

Preparation of engagement letters.

CERTIFICATIONS

Presentation and Communication Skills Courses-1 (PCSC-1)

REFERENCE

Mr. Rashid Rahman Mir FCA (Ex-president ICAP, Partner Rahman Sarfaraz Rahim Iqbal Rafiq Chartered Accountants)