

# AISHA BASHIR RAJA

A career focused professional, having invaluable 6 years of experience in auditing, accounting and financial fields with the ability to work independently. Looking for a suitable position where I can excel, deliver and achieve my potential.

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Gender: Female  
Age: 29 years  
Manama, Bahrain  
Willing to relocate

## PROFESSIONAL KNOWLEDGES

- International Financial Reporting Standards (IFRS)
- International Standards on Auditing (ISAs)
- Corporate Laws including Companies Act 2017 and related rules
- Income Tax Ordinance, 2001 and related rules
- Sales Tax, 1990 and related rules

## PROFESSIONAL EXPERIENCE

### **BDO Jawad Habib**

**Manama, Bahrain**

*11-December-2019 to 11 June 2020*

#### **Senior Audit Executive**



During my secondment, I got the exposure of meeting with persons of different nationalities, cultures and environment, got the opportunity to enhance communication skills, gain knowledge of Gulf Countries laws, managed to handle many clients in short duration and pressure.

### **Future Development Holding (Private) Limited**

*Sister company of Habib Rafiq (Private) Limited*

**Islamabad, Pakistan**

*November 2018 – November 2019*

#### **Assistant Manager Audit**



Currently working on the project “*Capital Smart City*” and my primary responsibility is to provide reasonable assurance on effectiveness and efficiency of internal controls, risk management and governance processes by reporting directly to the senior management and the board of directors.

#### **Job Responsibilities**

- Performing the full audit cycle including risk management and control management over operations’ effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Determining internal audit scope and developing annual audit plans.
- Engage to continuous knowledge development regarding sector’s rules, regulations, best practices, tools, techniques and performance standards

### **BDO Ebrahim & Co. Chartered Accountants**

**Islamabad, Pakistan**

*July 2018 – September 2018*

#### **Audit Supervisor**



My responsibility includes the planning, execution and supervision of audit and other assignments in accordance with the professional standards and other laws & regulations under the directions of the Manager and the Partner.

### **BDO Ebrahim & Co. Chartered Accountants**

**Islamabad, Pakistan**

*March 2014 – June 2018*

#### **Senior Audit Associate**



My job responsibilities are;

- Managed and lead single and multiple teams, reviewed their work, reported to senior management directly, advised and recommended clients on best practices in finance and operations, and communicated with clients to accomplish tasks effectively.

## PROFESSIONAL SKILLS

- External & internal audits
- Interpreting financial data
- Taxation
- Internal controls and risk assessments
- Cost accounts
- Financial forecasting & Budgeting
- Financial analysis & Reporting
- Monitoring variances and identifying trends

## IT PROFICIENCY

- Proficient in MS Office Suite and communication applications
- Well versed in working with Audit Process Tool (BDO's Audit Software)
- Experience of using Accounting Software's on clients: SAPs, Tally, Siddat Haider Financials, Peach tree and Quick books

## SKILLS & TRAINING

- Trainings on compliance with laws, regulations and Professional standards arranged by BDO
- Other in-house refresher courses on IFRSs, IASs, ISAs arranged by BDO and ICAP
- Completed Presentation and Communication Skills Course (PCSC-2) by ICAP

- Prepared review of financial statements (as per the requirements of International Financial Reporting Standards (IFRSs) and local regulatory requirements).
- Prepared review of internal control systems and identification of significant weaknesses and recommending improvements therein.
- Active involvement in meeting with client personnel, communicated significant issues and their solutions, developed good working relationships to deliver engagement expectations.
- Worked closely with the Audit Partners and Managers to efficiently and effectively perform the audits to achieve client reporting deadlines

## AREAS WISE EXPERIENCE WITH MAJOR CLIENTS

### AUDIT AND ASSURANCE SERVICES

#### Manufacturing sector

- Fauji Cement Company Limited
- (Cost audit)
- Fauji Fertilizer Bin Qasim Limited (Cost audit)
- Elahi Cotton Mills Limited

#### Real Estate

- Defence Housing Authority Islamabad
- Pearl Real Estate (Private) Limited

#### Service Sector

- Gammon Pakistan Limited
- Hotel Hillview (Private) Limited
- Islamabad Stock Exchange (REIT) Management Company

#### Not for profit Organization

- The United States of Education Foundation in Pakistan (USEFP)
- United Nations High Commissioner for Refugees (UNHCR) -IP's audit

## INTERNAL AUDIT AND RISK ASSURANCE

These assignments included objective review of organization's business processes, evaluating the efficiency of risk management procedures, ensure that the organization is complying with relevant laws and regulations and make recommendations on how to improve internal controls and governance processes.

- Nordex Pakistan (Private) Limited
- Pakistan Microfinance Network
- BRAC Pakistan

## OTHER ASSIGNMENTS

- *Developed Standard Operating Procedures* for Pearl Real Estate (Private) Limited
- *Book keeping Assignments* - Maintaining and handling books of accounts
- *Audited different type of fund* (Gratuity Fund & Provident Fund)

## PROFESSIONAL AND ACADEMIC EDUCATION

### The Institute of Chartered Accountants of Pakistan (ICAP)

#### CA Finalist

2014- In progress till date

Permanent Credits in 03 (Advance Financial Reporting and MSA-I & MSA-II passed)

#### Certified in Accounting & Finance (CAF)

2009-2014



#### Association of Chartered Certified Accountants (ACCA)

2017-In Progress till date

Paper passed 10 out of 13 )



#### The University of Punjab

Bachelor of Commerce (B. Com)

2011-2012



### Federal Board of Intermediate & Secondary Education

#### Higher Secondary School Certificate

F.sc (Pre-Medical)

2007-2008

#### Secondary School Certificate

Matriculation (Pre-Medical)

2005- 2006

