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FATIMA MIRZA TAHER MOHAMMAD

PERSONAL INFORMATION



- Nationality: **Bahraini**
- Marital status: **Married**
- Birth: Manama on **11-11-1984**
- Personal No. **841103666**

RESUME

- I have more than 9 years' experience in internal control functions and I have developed a strong knowledge of IAS & internal control procedures, labor law, compliance procedures and quality management system audit according to ISO 9001:2015 standards.
- I am seeking work in a challenging environment that makes full use of my skills and experience. Moreover, providing opportunity to learn & professional growth.

QUALIFICATIONS

Sept. 2015	Quality Management System Lead Auditor Training Course (<i>Based on ISO 9001:2015 Standards</i>) Certified by the International Register of Certificated Auditors (IRCA)
July 2013	Quality Management System Auditor / Lead Auditor Training Course (<i>Based on ISO 9001:2008 Standards</i>) Certified by the International Register of Certificated Auditors (IRCA)
University of Bahrain Sept. 2002 to July 2007	Bachelor of (Science in Accounting) (Financial Accounting, Cost Accounting, Intermediate Accounting, Auditing, Commercial Law, Advanced Accounting, Business Information System, Commercial Banking, Strategic Management, Business Application of Computers, Governmental Accounting, Economics, Introduction to German)

LANGUAGES other than Arabic

Excellent in English Communication skills.

WORK EXPERIENCE

AL-Zayani Investments B.S.C. closed

Position: Internal Auditor, from (24 Jan 2010) to (21 Jan 2020)

Responsibilities:

Operational and Financial Audit:

- Plan the scope of audits and the audit procedures to be used.
- Prepares monthly audit plans and reviews and evaluates operations and completes work papers to document work performed.
- Performs follow-up audits in accordance with professional standards.
- Evaluates audit findings, prepares and presents the results of audit work with recommendations to management in the form of oral and written communications.
- Advises company administrators and staff on operational and administrative issues.
- Keeps abreast of company policies and procedures, current developments in auditing professions.
- To assist in preparation and analysis of monthly management reports.
- In regular basis to carry out surprise physical verifications of cash.
- To perform pre-audit of accounts and HR related issues.
- Prepare or supervises the preparation of organized, accurate and competent work papers ensuring that documentation clearly supports the conclusions regarding each audit objective.
- Prepares the final issue matrix and written report and obtains action plans on audit issues. Make presentations to the management.
- To carry out any assignments or special investigation as required by directors or audit manager.

Quality Management System Audit:

- Preparing the annual audit plan, checklist and reports.
- Conducting Quality Management System (ISO 9001:2015) Internal Audits as per annual plan.
- Follow-up open NCs.
- Advises on the corrective / preventive action for the identified NCs.
- Coordinate with the personal in the relevant departments for development of detailed procedures.

BANZ TRADING & CONTRACTING W.L.L

(Formerly BHATIA & Co (Bahrain) W.L.L)

Position: ACCOUNTANT, From (1 Sep 2007) to (7 July 2009)

Responsibilities:

- Invoicing-Matching Delivery Note with LPO and processing invoice.
- Processing Payments to Suppliers.
- AP/AR Reconciliation.
- Bank Reconciliation.
- Bank deposit slip processing.
- Collections follow up.

- Routine data entry & filing.

ERNST & YOUNG

Position: Trainee, From (10 July 2005) to (31 August 2005)

Worked in the Oil & Gas, Leisure, Manufacturing and trading group.

Main Tasks:

- Assisted in the preparation of actual budget
- Translated various documents from English to Arabic.
- Recalculation of foreign currency translation.
- Cross checking and casting of financial statements.
- Assisted in carrying out various audit procedures.

TECHNICAL SKILLS

- ISO 9001:2015 Audit standards
- Internal Audit Techniques
- Financial review
- Using Microsoft Office and Outlook

INTERESTS

- Traveling - Reading Books – Cooking – Social Activities.