

VILLA 2004 – ROAD 2155 - JIDALI 721  
PHONE [39910272](tel:39910272), E-MAIL [fatema.mirza@gmail.com](mailto:fatema.mirza@gmail.com)

## 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	<b>Quality Management System Lead Auditor Training Course</b> ( <i>Based on ISO 9001:2015 Standards</i> ) Certified by the International Register of Certificated Auditors (IRCA)
July 2013	<b>Quality Management System Auditor / Lead Auditor Training Course</b> ( <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	<b>Bachelor of (Science in Accounting)</b> (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.