Sadia

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**PROFILE:**

I am an energetic professional with suitable skills to work in Finance and Accounts. I have more than six years of progressive experience which includes both corporate and development sectors. My core working experience is in the field of Finance and Accounts with national and multinational organizations.

**PROFESSIONAL EDUCATION**

* **CA FINALIST** (Last 6 papers remaining to complete CA)

The Institute of Chartered Accountants of Pakistan (ICAP)

* **CA INTERMEDIATE**

The Institute of Chartered Accountants of Pakistan (ICAP)

**SKILLS**

* Strong knowledge of International Financial Reporting Standards (IFRS), Auditing, Taxation, Company law and Information Technology;
* Excellent Financial Management/Monitoring, and Financial risk assessment skills;
* Good knowledge and experience of working on SAP-an Entrepreneur Resource Planning (ERP) system;
* Proven ability to manage and complete projects to the highest standard within agreed deadlines;
* Ability to work independently and take initiatives;
* Good Interpersonal and Communications kills;
* Motivated and ambitious;
* Flexible and good team player;
* Advanced knowledge of IT Systems (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and other software -Skype, web browsers, and File compressing applications like Winzip;
* Ability to learn and use new software and other applications ;

**EMPLOYMENT HISTORY:**

Organization: Oxfam Novib (International NGO), Islamabad, Pakistan

**Designation:** Finance Officer

**Period:** December 01, 2011 to July 31, 2015

**Job responsibilities**

Following tasks were done during my job:

**FINANCIAL REPORTING**

* Preparation of Monthly, Quarterly, Annual Financial Statements
* Preparation of Consolidated Financial Statements
* Preparation of Periodic financial reports to Donors

**BUDGETS AND FORECASTS**

* Preparation of project budgets and forecasts
* Monitoring Budgets
* Preparation of variance analysis reports

**AUDITS**

* External and internal audit coordination of projects and organization
* Follow-up of internal and external audit observations

**RECONCILIATIONS**

* Bank reconciliations
* Advances reconciliations
* Reconciling books of accounts with audited accounts

**APPROVAL AND AUTHORIZATION**

* Approval of financial transactions and payments
* Bank reconciliations
* Advances reconciliations

**REVIEWS/SUPERVISION/MONITORING**

* Review books of accounts and propose adjusting entries
* Inventory management
* Fixed assets records
* Review of procurement Manual
* Directing and supervising work of subordinate staff
* Financial monitoring of Sub recipients / partner NGOs and field offices
* Ensure adherence of organization to policies and procedure and donor guidelines

**CAPACITY BUILDING TRAININGS DELIVERED**

* Capacity Building Training of the finance staff (field) for financial management of projects

**COORDINATION**

* Coordination with field offices in respect of budget transfer and bills verifications
* Statutory bodies, donors, auditors etc.

Organization: Kissan Support Services (Pvt.) Ltd- 100% owned Subsidiary of Zarai Tarraqiati Bank Limited (ZTBL), Islamabad, Pakistan

**Designation:** Junior Manager Finance and Accounts

**Period:** February2010 to November 2011

**Job responsibilities**

Following tasks were done during my job:

**FINANCIAL REPORTING**

* Preparation of Monthly, Quarterly, Six monthly and Annual Financial Statements
* Preparation of Consolidated Financial Statements

**FIXED ASSETS AND INVENTORY**

* Preparation of fixed assets and inventory records
* Reconciliation of assets and inventory records
* Tagging of assets

**AUDITS**

* External and internal audit coordination of projects and organization
* Follow-up of internal and external audit observations

**MANUALS/ FORMATS**

* Development of Job Descriptions of finance staff
* Development of format of many registers and records

**PAYROLL**

* Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.).
* Ensure the processing of new hires, temporary workers, transfers, promotions and  
  terminations is accurate and timely.
* Communicate actively with Operations, HR and Billing to review cross-departmental impacts and reconcile data sharing.

**ACCOUNTS PAYABLE**

* Review all invoices for appropriate documentation and approval prior to payment.
* Prioritize invoices according to cash discount potential and payment terms.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices & assist in month end closing.

**ACCOUNTS RECEIVABLE**

* Monitor customer account details for non-payments, delayed payments and other irregularities & investigate and resolve customer queries.
* Generate age analysis & review aging to ensure compliance.
* Perform account reconciliations.

**TAXATION**

* Ensure correct calculation of withholding taxes and timely submission of tax challan.
* Timely filing of monthly/annual withholding statements.

**ARTICLESHIP**

**BDO PAKISTAN (Chartered Accountants) – Islamabad** (Aug 2006 – Feb 2010)

BDO isserving international clients with a local presence in 110 countries for delivering quality audit, taxation, consultancy and corporate secretarial services.

Below are the details of experience in the various departments of the BDO Pakistan over a period of 3.5 years.

**AUDIT & BUSINESS ASSURANCE**

Working experience with clients was very dynamic and versatile which includes statutory audits, and financial & management reviews. I handled jobs as a job in charge, which include from planning stage to final reporting stage. Also assisted clients in preparing their financial statements of various clients included but not limited to the following sectors:

* Services sector
* Public/listed sector
* Manufacturing sector

**CONSULTANCY ASSIGNMENTS:**

I have also worked in the Consultancy Department in which I have taken part in the Development of following manuals for some organizations:

* Internal Controls Manual
* Accounting and Finance Manual

**OTHER ASSIGNMENTS:**

* Half yearly reviews of Listed Companies
* Preparation of Consolidated Financial Statements of various organizations

**PROFESSIONAL TRAININGS;**

* Training on Corporate Software SAP at Tunisia (13-22 April, 2014) organized by Oxfam Novib;
* Training on Activity based budgeting at Islamabad, Pakistan (23-24 January 2014) organized by Oxfam Novib;
* Training on Procurement rules & Regulations of European Union (EU) at Multan, Pakistan (12-14 June, 2013) organized by Oxfam Novib;
* Training on Activity based budgeting at The Hague, Netherlands (08-12 July, 2013) organized by Oxfam Novib;
* Training on Grant/Contract and Project Management and Corporate Software SAP and at The Hague, Netherlands (07-21 October, 2012) organized by Oxfam Novib;

**PERSONAL PROFILE**

Nationality: Pakistani

Date of Birth: Nov 27, 1980

Marital status: Single

Language skill: Urdu, English