[Rabia.359252@2freemail.com](mailto:Rabia.359252@2freemail.com)

RABIA

**Career Objective**

To exercise and develop relevant, professional, analytical and competent skills in the area of **Finance, Accountancy & Auditing** to further nurture my knowledge and to achieve an eye for detailed learning

**Forte;** AUDITING, RISK ASSESSMENT, COST & MANAGEMENT ACCOUNTING, FINANCIAL ACCOUNTING, FINANCIAL ANALYSIS, BUDGETING

IAS, ISA, IPSAS & IFRS | SAP, Peach Tree & ACL | Project Management | MS office & Excel

|  |  |
| --- | --- |
| ***Qualification*** | ***Career Snapshot*** |
| * ***CMA*** *(A-4512)*   *Institute of Cost & Management Accountants of Pakistan*   * ***APFA***   *Pakistan Institute of Public Finance Accountants* | * ***Assistant Audit Officer*** ***Mar-2009 to-date***   *Office of**Director General Audit, Pakistan*     * ***Senior Auditor*  *Aug-2007 to Mar-2009***   *Office of**Director General Accounts Works, Pakistan* |

# *Career Profile*

**Assistant Audit Officer Mar 09 – To Date**

**Office of the Director General Audit Punjab. Pakistan**

Office of the Director General Audit Punjab is a department of Auditor General of Pakistan with mandate to conduct Audit on the accounts/operations of Government of the Punjab, Pakistan and submit its report to Public Accounts Committee

Compliance audit:

* Audit of Government departments ensuring compliance with latest INTOSAI Public sector auditing standards.
* Risk Assessment and audit of Internal Control System and submitting appraisal reports thereon.
* Preparation of planning and permanent files of the departments to be audited.
* Observe compliance on Audit observations in SDACs and DAC meetings and furnish audit comments thereon.

**Performance Audit:**

* Assessment of cost consciousness, efficiency and effectiveness in Wheat procurement project by Food Department of Government of the Punjab and promote adoption of best practices.
* Assessment of debt vulnerability and sustainability and its disclosure by Finance Department of Government of the Punjab in accordance with ISSAI 5400 family to help reduce fiscal vulnerability of Government and make financial crisis less likely.

Certification Audit:

* Audit of Financial Statements, Appropriation Account & Civil Account of Government of the Punjab, Pakistan.
* Preparation of statement of Expenditure incurred over & above Budget allocation.
* Application of Audit checks in Audit Command Language (ACL).
* Generation of Reports in FI & HR modules of SAP.
* Using CAATS to perform sample size calculations & error evaluation
* Use of Analytical Procedures to identify unusual items.

Audit of Foreign Aided Projects:

* Preparation of Donor Reports, Project Audit Reports, Statement of recovery pointed out & affected of/from the projects.
* Performance evaluation of the projects in terms of financial management, timeliness, efficiency, effectiveness and in accordance with the targets laid down in PC-I.
* Assist Audit teams throughout the Audit cycle of Planning, Field work, Evaluation of Findings, Reporting & Follow up while balancing cost and schedule constraints.
* Analyze financial information to recommend or develop efficient use of resources and procedures and provide strategic recommendations and solutions to financial & accounting problems.

**Public Accounts Committee dealings**:

* Verification of compliance with applicable Statutes & Regulations of daft paras to be discussed in Public Accounts Committee meetings
* Preparation of statement of recovery affected in draft paras discussed in meetings of Public Accounts Committee.
* To ensure the compliance of PAC directives

Senior Auditor Aug 07 – Mar 09

Office of the Director General Accounts Works, Pakistan

Office of the Director General Accounts Works is a department of Controller General of Accounts, Pakistan.

* Pre-Audit of Payment Authorities to Federal Government Formations (DG Pak Rangers, CDA, IGFC, Civil Aviation Authority & DG Coast Guards)
* Risk assessment and taking suitable actions for its mitigation.
* Budget Verification.
* Ensure Accounting records are maintained in compliance with accepted policies and procedures

**Trainings**

* Business Mathematics & Financial Modeling delivered by ICMAP (Mar 26, 2009)
* An open forum “Management Accountancy Profession The Way Forward” (Jul 29, 2009)
* Short Course on “SAP R3 FI” delivered by Audit & Accounts Training Institute (Aug10-13, 2009)
* Course on Public Procurement Rules (April 2016)

**Personal Profile**

Marital Status Married

Nationality Pakistani

Visa Status Husband Sponsored Visa