Sumaia

Sumaia.361661@2freemail.com

**PROFILE**

High potential with *more than 3.5 years’ diversified* experience with EY (a big 4 auditing and accountancy firm) in the field of Auditing, Financial Accounting, Financial statements, Internal Control Testing & Evaluation and Budgeting. As a **Senior Auditor**, I have executed and delivered numerous audit and non-audits assignments in various sectors as summarized in **Annexure A** **and B.**

**QUALIFICATION BY EDUCATION**

* ***CA FINALIST with 4 Papers left for qualification – Institute of Chartered Accountants of Pakistan***
* ***CERTIFICATE in ACCOUNTING and FINANCE (CAF) – May 2013 - Institute of Chartered Accountants of Pakistan***

**QUALIFICATION BY EXPERIENCE**



**EY ISLAMABAD** Assurance Senior October 2015 to December 2016

**EY ABU DHABI** Assurance Senior - Secondment 25 December 2016 to 20 March 2017

**PROFESSIONAL AND TECHNICAL SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Skills** | **Industry skills** | **Men Management Skills** | **IT Skills** |
| * Assurance Services & ISAs
* Financial statements & IFRSs
* Compliance audits
* ICFR and internal controls
* Financial & non – financial analysis
* Proposal preparation
 | * Telecommunication
* Oil & gas exploration and development
* Financial Sector
* Construction
* Development sector
 | * Team player in multicultural environment
* Team leader and well versed with team management issues
* Proactive problem solving attitude
* Active listener & critical thinker
* Presentation skills
* Good interpersonal skills
* Pressure handling
 | * Microsoft Office Suit (Excel, Word, Outlook, Power point)
* Hands on Experience of ERPs like Oracle, Sidat Hyder, and Quick Books
* EY auditing and Sampling tools EY Canvas, GAMx, Caseware, Global Analytics (JE testing), Audit Analytical Modules, Microstart and Random etc
 |

**CAREER SUMMARY**

Major responsibilities asAssurance Senior included;

* Conducted **statutory audits** of financial statements in accordance with the requirements of ISAs and EY Global Audit Methodology;
* Prepared **financial statements** in accordance with IFRSs and Companies Ordinance, 1984;
* Acquired working knowledge of the client’s business and industry;
* Performed **initial audit planning** and identification of significant risky areas of the audit;
* Performed entity level **risk assessment** thrugh identification of management goals, objectives, strategies, critical success factors, and their evaluation in overall financial reporting;
* Assessed **control risk** at tarnsaction level. Designed & executed audit strategy in accordance with EY Global Audit Methodology and after consultation with engagement partners / managers;
* Designed and conducted **Test of Controls** (ToCs) based on assessed risk , identify nature, timing and extent of substantive procedures including determination of sampling criteria;
* Evaluation and testing of **Internal Control over Financial Reporting** (ICFR) of Telenor Pakistan Group;
* **Supervised and** **delegated** work to team members according to the level of their knowledge & experience and ensured timely and effective completion of assigned tasks;
* Prepared and drafted key documents and deliverabels i.e. **Overall Analytical reviews** (OAR), **Summary review Memorandum** (SRM), **Audit Reports** and **Management Letter** (ML)
* Assisted and coordinated for **Quality Control Reviews** (QCRs);

**PROFESSIONAL DEVELOPMENT:**

* IFRS & IAS trainings (beginning to advance level) EY
* Global Audit Methodology ( web and classroom) EY
* Audit tools – Canvas, GAMx and Case ware EY
* Leadership, supervision and men management EY
* Social re-engineering and controls on IT threats EY

**ACHIEVEMENTS:**

* Rated 4 out of 5 in EY annual rating

**SUMMARY OF MAJOR CLIENTS SERVED AS JOB INCHARGE / SENIOR (Annexure A)**

**EY ISLAMABAD**

|  |  |  |
| --- | --- | --- |
| **Name** | **Industry type** | **Affiliation** |
| Pakistan Mobile Communications Limited (PMCL)(Consultancy Services) | Telecommunication | Part of VIMPELCOM Group |
| Telenor Pakistan (Private) Limited – the Group (ICFR, Internal controls and other certifications) | Telecommunication | Wholly owned subsidiary of Telenor ASA, Norway |
| Abu Dhabi Pakistan Holdings (Private) Limited (Annual audit) | Financial Services | Wholly owned subsidiary of IPIC Refining Holdings LLC, United Arab Emirates |
| Mari petroleum Company Limited – Sukkur Block (JV Audit) | Oil and Gas | A listed Company in Pakistan Stock Exchange |
| Margalla Buildings (Private) Limited (Annual audit) | Construction | Wholly owned subsidiary of Telenor Pakistan (Private) Limited |
| Concern Worldwide Pakistan Program (Annual audit) | Development | Branch Office of Concern worldwide UK |
| Aga Khan Foundation – Pakistan Staff Provident fund(Annual audit) | Development | Funded by USAID |
| Handicap International – Pakistan Programme (Annual audit) | Development | Branch Office of Handicap International – France |
| Insaf Network Pakistan – Annual audit | Development | Society incorporated under the Societies Registration Act of 1860. |
| Islamic Relief Pakistan – Project audit | Development | Funded by Swedish International Development Cooperation Agency (SIDA) |

**SUMMARY OF MAJOR CLIENTS SERVED AS JOB INCHARGE / SENIOR (Annexure B)**

**EY ABU DHABI**

|  |  |  |
| --- | --- | --- |
| **Name** | **Industry type** | **Affiliation** |
| Kaefer LLC | Construction | Kaefer Middle east |
| NMC Specialty hospital – Abu Dhabi | Health | NMC Healthcare LLC |
| Office inspirations Decor and furniture trading LLC | Services | Etihad group |
| National Dairy LLC | Retail and consumer products | Emirates Food Industries LLC(Formerly Exeed Food & Agricultural Industries LLC) |
| Abu Dhabi autonomous Systems Investments Co (ADASI) | Services | Tawazun economic counsel |
| Star Trek shipping LLC | Services | Tri star shipping LLC |
| TRS consultants DMCC | Services | TRS staffing solutions group |
| Remaya International Company LLC | Services | Tawazun economic counsel |